



Vacancy Details		
Reason		
<input type="checkbox"/> Resignation	<input type="checkbox"/> Retirement	<input type="checkbox"/> Leave without Pay (LWOP)
<input type="checkbox"/> Other**		**Explain
Incumbent Details		
Faculty Being Replaced		Rank
School	Program	FTE
<input type="checkbox"/> Restricted <input type="checkbox"/> Regular	<input type="checkbox"/> AY <input type="checkbox"/> CY	Salary
Three-Year Teaching History		
AY ____ Course Assignments	AY ____ Course Assignments	AY ____ Course Assignments
Research & Scholarship Accomplishments – Three-Year History		

Position Request			
Program		Rank	
Target Start Date	Term (i.e., 2-year)	FTE	Anticipated Salary Range*
<input type="checkbox"/> Restricted <input type="checkbox"/> Regular	<input type="checkbox"/> AY <input type="checkbox"/> CY		
Specialization/Focus Area			

*consult with HR Director

Alignment with Hiring & Strategic Plans

Justification (including impact of not approved)*

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*any request not at assistant level (all tenure track and non-tenure track series) require justification for elevated rank

Approvals

School Director	Date	
HR Director	Date	Comments
Asst Dean, Finance & Admin	Date	Comments
Dean	Date	Comments