



VPAA 131(A) - Recruitment Request
<i>Please attach any supporting documentation or pre-approval emails</i>

Position Number:		Prepared By:	
College/Division:		Date:	
Department:		New/Replacement Position:	
Posted Position Rank(s):		Name of Faculty Vacating Position:	
Position Effective Date:		CUPA Median Salary:	CIP Code:

RECRUITMENT REQUEST: Estimate by Funding Source (College, VPAA, etc.)

Expense	Dept	College	VP, R&I	VP, F&A	VPAA	TOTAL
Salary (1):						
HEF Eligible Start-Up - Equipment (2):						
Start-Up - Renovation/Construction (3) <i>please describe below :</i>						
Start-Up - Staff/Graduate Student Salary Support (4) <i>please describe below :</i>						
Jr. Faculty Summer Research Support:						
Summer Salary:						
CREATE:						
Insurance (5):						
Moving:						
Travel:						
Other new hire support (<i>computer, office equipment, etc.</i>):						
Graduate Student Tuition Support:						
Other Reimbursements (6) <i>please describe below :</i>						
Total Requested Commitments:						

1) Provide justification for salaries outside the (+/-) 10% of CUPA median:

2) HEF Eligible Start-Up expenses are approved at the time the offer is made to the candidate. Approval at time of hire is merely an estimate. This form must be resubmitted for a new candidate if an offer is unsuccessful. A detailed cost schedule (see Start-up Details Tab below) must be submitted for start-up that **exceeds \$50,000**. All start-up must be expensed within 2 years of the faculty members hire date. Any exceptions must be approved by all approvers on the VPAA-131.

3) Renovation/Construction - Note any anticipated needs and attach signed Facilities Estimate and/or any related correspondence from Facilities - **Please also complete the Start-Up Details Page.**

4) Staff Support Details - please provide detail on types of positions, salaries, and other related expenses:

5) Standard reimbursement amounts for insurance and other typical hiring expenses can be found at: <https://vpaa.unt.edu/file/3621>

6) Please provide detail on any other reimbursements listed above:

Space - Provide Office Building and Room #, and (if applicable) Lab Building and Room # and type of research lab space needed (i.e. wet/dry lab):	Office Space:		Wet Lab:		Dry Lab:	
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For an Endowed Chair/Professor, document any additional compensation, supplements or reimbursements associated with the endowed position.

Additional Comments:



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Routing for Approval: 1) Department Chair 2) Dean and Executive Dean *if applicable* 3) College Academic Financial Officer 4) Submit to Academic Resources *(AR will route for signatures from Space Management, AVP Facilities (if applicable), Provost, VP Research & Innovation (if applicable), VP Finance & Administration (if applicable), Academic Resources)*

Signature Approvals:

College Academic Financial Officer:	
Director for Academic Resources:	
Director Space Management:	
AVP Facilities <i>(Tenure/Tenure-Track only)</i> :	

Approvals (if applicable)	Request to Recruit Total:	Signature Approvals:
Total Department Funded Commitments Chair Approval:		
Total College Funded Commitments Dean Approval:		
Total Provost Funded Commitments:		
Total VP Research & Innovation Funded Commitments:		
VP Finance and Admin Funded Commitments:		

Academic Resource Use Only

Search Wavier Information:	
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VPAA-131 Faculty Recruitment Request & Offer Letter Approval - Start-Up Details

Lab Needs		
Type of Lab:		Detail below renovations needed in the space before the new hire arrives.
Lab Location:		
Has an estimate been prepared?		
Estimated Amount of Renovations:		
Any Additional Comments:		
Please ensure the New Faculty Principal Investigator Questionnaire is completed. The form can be found here: https://riskmanagement.unt.edu/new-faculty-principal-investigator-questionnaire		

Start-up Personnel Needs						
Position title	Funding source	Purpose/activity	Date Needed	Cost		
				FY	FY	FY
Total						

Supplies, Equipment, and other M&O Schedule							
Description	Funding Source	Vendor	Purpose/Use	Date Needed	Cost		
					FY	FY	FY
Total							



VPAA 131(A) - Recruitment Details

The following details will be utilized to create the job posting.

		Denton	Frisco	Other, please explain
Primary Location:				
Any Noted Specialty to Include: <i>Not required. (desired research or teaching specialty (example: Assistant Professor of Organic Chemistry))</i>				
Department Summary: <i>*Required</i>				
Position Overview: <i>This should include the overall expectations for the role. Such as the expected workload. *Required</i>				
Minimum Qualifications: <i>*Required</i>				
Preferred Qualifications: <i>Not required</i>				
Required License/Registration/Certification: <i>Make note of any preferred or required. Not required</i>				
Any Special Instructions for the Candidates: <i>Not required</i>				
Required Documents to be Attached to the Application: <i>Not required - CV and Cover Letter are automatic</i>				
Optional Documents to be Attached to the Application: <i>Not required</i>				
Would you like to ask any supplemental questions to assist in the review process: <i>Not required</i>				
Additional Comments:				

Search Committee:

Required for tenure-track, professional track, and faculty administrative and executive positions. According to the Faculty Search Committee Guide, a 5-member search committee is recommended. The department chair, unit administrator, and dean should not serve on the search committee.

Search Committee Chair:

Search Committee Member:

Search Committee Member:

Search Committee Member:

Search Committee Member:

Any Other Search Committee Members:

Initiator on Posting: (The Initiator handles administrative tasks in the hiring process & is not the hiring manager)

Should at any point it is determined that there is a sufficient and qualified applicant pool and no new applicants are needed, please contact the Office of Academic Resources to remove the posting from the public website. This will allow the committee and hiring manager to still review the applicants pool.