UNT | OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS
Academic Resources

VPAA 131(A) · Faculty Recruitment Request Form

Request to post and recruit a faculty position.

Position Information

Position Number:		Prepared By:	
College / Division:		Date Prepared:	
Department:		New or Replacement Position:	Replacement
Posted Position Rank(s):		Name of Faculty Vacating Position & position number (if replacement):	
Anticipated Start Date:		CIP Code for Expected Workload:	

Funding Request — Estimate by Source

Expense	Dept	College	VP, R&I	VP, F&A	VPAA	TOTAL
Salary (1)						$ 0.00
HEF Eligible Start-Up: Equipment (2)						$ 0.00
Start-Up: Renovation/Construction (3)						$ 0.00
Start-Up: Staff / Graduate Student Salary Support (4)						$ 0.00
Jr. Faculty Summer Research Support						$ 0.00
Summer Salary						$ 0.00
CREATE						$ 0.00
Insurance (5)						$ 0.00
Moving						$ 0.00
Travel						$ 0.00
Other New Hire Support (computer, office equipment, etc.)						$ 0.00
Graduate Student Tuition Support						$ 0.00
Other Reimbursements (6)						$ 0.00
Recruitment Cost						$ 0.00
Total Requested Commitments	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

1) Attach justification for any proposed salary outside +/-10% of the CUPA median. 2) HEF-eligible start-up funds are approved when an offer is made; the amount above is an estimate only and must be resubmitted for a new candidate if an offer is unsuccessful. A detailed cost schedule (Start-Up Cost Detail tab) is required for start-up exceeding $50,000. All start-up funds must be expensed within 2 years of the hire date unless an exception is approved by all VPAA-131 approvers. 3) For renovation/construction, describe anticipated needs, attach a signed Facilities estimate, and complete the Start-Up Cost Detail tab. 4) For staff/graduate student salary support, detail the positions, salaries, and related expenses on the Start-Up Cost Detail tab. 5) Standard reimbursement amounts for insurance and other typical hiring expenses: https://vpaa.unt.edu/resources/recruitment/faculty.html 6) Describe any other reimbursements listed above.

Space & Facility Needs

Space Type	Needed?	Building	Room #
Office Space			
Wet Lab			
Dry Lab			

Please Provide Any Additional Comments Related to Funding or Justification for Proposed Salary Outside Set Salary Range:

Endowed Chair / Professor — document any additional compensation, supplements, or reimbursements associated with the endowed position (if applicable):

Approval Routing

Route in this order: (1) Department Chair → (2) Dean / Executive Dean (if applicable) → (3) College Academic Financial Officer → (4) Academic Resources, who routes to Space Management, AVP Facilities (if applicable), Provost, VP Research & Innovation (if applicable), and VP Finance & Administration (if applicable).

Approver	Amount Approved	Signature / Date
Department Chair / School Director	$ 0.00	
Dean / Executive Dean (if applicable)	$ 0.00	
College Academic Financial Officer		
Space Management		
Facilities (Tenure/Tenure-Track only)		
Provost (VPAA-funded commitments)	$ 0.00	
Research & Innovation	$ 0.00	
Finance & Administration	$ 0.00	
Academic Resources		
Office Use Only — Academic Resources		
Search Waiver Information:		

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Job Posting Details

These details are used by Academic Resources to create the job posting which is specific to the search and position description which describe the overall expectations for the particular rank in the department which will be retained once the individual is hired as reference for the expectations.

Position Description Information

Information Needed		Response
Position Description: Workload expectations of the role. Include general expectation for teaching (courses, modality, level), research/scholarship expectations, advising, service, and any unique duties (lab management, clinical work, program leadership).	*Required*	

Posting Specific Information

Information Needed		Response
Primary Location	*Required*	
Desired Specialty ("Assistant Professor of Organic Chemistry") This is what is visible on the external webpage.	*Optional*	
Department Summary (A brief, compelling description of the department. This is often a applicant's first impression of the unit)	*Required*	
Position Overview (A brief, high-level statement that would appeal to candidates about the role including teaching, research/scholarship, and/or service inclusive of goals for the role & draw candidates to apply.)	*Required*	
Minimum Qualifications	*Required*	
Preferred Qualifications	*Optional*	
Any Required License / Registration / Certification	*Optional*	
Special Instructions for Candidates	*Optional*	

Additional Required Documents (CV, Cover Letter, & list of two references are automatic)	*Optional*	
Optional Documents Candidates May Attach (such as additional sample works)	*Optional*	
Supplemental Screening Questions (such as questions related to specialized experience, years of experience, etc.)	*Optional*	
Additional Comments	*Optional*	

Physical Demands of the Position:

Sedentary work that primarily involves sitting/standing:		Moving about to accomplish tasks or moving from one worksite to another:	
Moving self in various positions to perform tasks (e.g., stooping, twisting, kneeling, squatting, crawling):		Balancing or ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like:	
Pushing, pulling, or reaching:		Lifting and moving objects up to 20 pounds:	
Lifting and moving objects up to 50 pounds:		Lifting and moving objects up to 100 pounds:	
Operating machinery and/or power tools:		Operating motor vehicles or heavy equipment:	
Repeating motions that may include the wrists, hands and/or fingers (e.g. touching, picking, pinching, keyboarding or otherwise primarily working with fingers):		Seizing, holding, grasping, or turning objects:	
Communicating with others to exchange information:		The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes, or alarms):	
Clarity of vision at approximately 20 inches or less (e.g., working with small objects or reading small print, including use of computers):		Clarity of vision at 20 feet or more:	

Environmental Hazards for the Position (Check all that Apply):

No adverse environmental conditions expected.	☐	Elevated Temperatures:	☐
Exposure to moving mechanical parts or vibration:	☐	Low Temperatures:	☐
Noisy environments:	☐	Outdoor elements such as precipitation and wind:	☐
Poor ventilation:	☐	Blood pathogens or bodily fluids, hazardous material, radiation or biohazards:	☐
Small and/or enclosed spaces:	☐	Work with toxic or caustic chemicals:	☐
Work is performed in a lab or clinical setting:	☐	Exposure to fumes and airborne particles:	☐

Critical Infrastructure:	
Is this position related to critical infrastructure work in any of the following fields/areas?	

A faculty position should be designated as a Critical Infrastructure Role if the faulty member conducts work on or has access to critical infrastructure, and/or has research as part of their position related to critical infrastructure. Faculty who only teach courses related to these topics and do not conduct research, work on, or have access to critical infrastructure do not meet the criteria.

Critical infrastructure areas include:
Personal data information storage system architecture (not data access or entry)
Cybersecurity
Telecommunications networks
Electrical power delivery systems
Water supply, refinement, storage, and delivery systems
Hazardous waste/material storage, treatment, and delivery systems
Public safety
Emergency services

Search Committee

Required for tenure-track, professional-track, and faculty administrative/executive positions. At least a 3-member committee is recommended. The department chair/unit administrator, and dean should not serve.

Search Committee Chair:	
Committee Member:	
Committee Member:	
Committee Member:	
Committee Member:	
Additional Committee Members:	
Initiator on Posting (handles administrative tasks; not the hiring manager):	