

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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