

System ID# (SIN-Assigned by Provost) \_\_\_\_\_  
 Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_

**Section 1: VPAA-130 Faculty Recruitment Request**

New Position      VPAA Will Assign Position #: \_\_\_\_\_

Replacement Position      Position #: \_\_\_\_\_  
 Name & Rank past employee: \_\_\_\_\_  
 Date previous employee terminated: \_\_\_\_\_

Is this an Endowed Chair/Professor position?     Yes     No

If yes, please list the title of the endowment and attach the related MOU \_\_\_\_\_

Base Department#: \_\_\_\_\_      Department Name: \_\_\_\_\_

Rank/Title \_\_\_\_\_      FTE: \_\_\_\_\_

Non-Tenure Track Term Limits: One Year: \_\_\_\_\_ Multiple Year: \_\_\_\_\_ (# of Years)

Search Committee Chair Name (if known): \_\_\_\_\_

Anticipated Hire Date: \_\_\_\_\_      Requested Salary: \$ \_\_\_\_\_

Funding Source(s) for Salary:

Budgeted Position Salary Chart String	Funding Dist. %	Current Budgeted Salary	Salary Adjustment Amount	Chart String or Funding Source for Additional Salary

<p>1) Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future: (please attach additional documentation if needed)</p>	
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<p>2) Please document the office and lab space assignment(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. <i>Attach short form from facilities for construction/renovation projects</i></p>	
<p>3) How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.</p>	
<p>4) (If applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNT's research profile?</p>	
<p>5) If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.</p>	

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Budget Officer/Academic Financial Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

**Section 2: VPAA 130 -Request for Authority to Extend Offer of Appointment**

Name: \_\_\_\_\_

Is English the primary language?  Yes  No (if no, consult Policy 06.023)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Citizenship Status:  U.S Citizen  Permanent Resident  Non-Resident: Visa Type \_\_\_\_\_

Personnel Data Materials Attached:

Transcripts showing degrees granted  Offer Letter

Degree (PhD, MA, etc.)	Major	Institution	Date	Terminal Degree (Y/N)

Please indicate any conditions of the offer that are different from section 1 and the source of funds if applicable. (Attach additional information if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Approvals: I certify that the evaluation process and hiring action was done in compliance with University policies and procedures and equal opportunity guidelines:*

\_\_\_\_\_ Date \_\_\_\_\_  
Chair Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Dean Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Director Academic Resources Signature