



**School of Medicine & Health Sciences
REQUEST TO RECRUIT**



For Teaching, Research, Academic Professional, or Administrative Position

Department: _____

Rank and /or title suggested for position: _____

Period and dates of appointment: _____ Position No.: _____

Suggested Salary or Salary Range \$	Source of Funds	Fund/Dept/TCC	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Duties to be performed (if split appointment, indicate percent of appointment by department/unit and specific duties in each department/unit):

Type of appointment:	Probationary	Tenured	Special	If Special, explain:
_____	_____	_____	_____	_____

List of sources to be used for recruiting:

Recruiting time lines: _____

Note: Attach three copies of the proposed advertisement, complete job description with essential job functions, and the qualifications for selection. Attach Justification for Position. Minimum recruiting is 30 days from approval.

Approval Signatures:

_____ Date _____

Department Chairperson

_____ Date _____

Dean

_____ Date _____

Affirmative Action

_____ Date _____

Budget (Review Only)

_____ Date _____

_____ Date _____

President

Affirmative Action Office use only		
Utilization Deficiency*		
Minority	Yes/No	%
Female	Yes/No	%
Male	Yes/No	%
* Denotes current workforce deficiency that requires effort to recruit minority or female applicants or both.		