

REQUEST TO APPROVE SEARCH

Arts & Sciences, Spring 2013

Estimate salary and other requirements carefully. Searches cannot be approved if projections exceed available funding or space. Hiring rank is assumed to be Assistant Professor. Submit a separate form for each search. Fill in all blanks except boxed areas, which are for Dean's Office use. SEND COMPLETED FORM TO MARGIE RAMSDELL, Box 353765.

Department _____ Mail box _____

Field/area of specialization _____

Anticipated hiring date _____

Anticipated hiring salary _____

Approved hiring salary _____ Comments:

1) **Check if funded by:** Evening Degree UIF Other source, if not state funded

2) **Is this a search from a previous year?** No Yes. Previous search number is _____

3) **Specify** building, office room number, and research space room number. Identify any renovation needs:

Approved amount from Dean _____ Comments:
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4) **List** anticipated start-up requirements, including proposed departmental contributions. Actual start-up funding should not exceed the approved amount and must be justified at the time of hiring.

Approved amount from Dean _____ Unit's contribution _____ Provost's contribution (if any) _____

5) **Attach** justification for the search, citing the anticipated hiring area and its relationship to the unit's strategic goals, the impact on both research and instruction, and any related interdisciplinary activities.

Dean's Office routing: ____ Margie Ramsdell (record in book) ____ Divisional Dean (initial review) ____ Stephen Majeski (space review) ____ Linda Nelson (review, assign number) ____ Margie Ramsdell (distribution)	<input type="checkbox"/> APPROVED FOR SEARCH Rank _____ Search # _____ Successful candidate _____ <input type="checkbox"/> NOT APPROVED FOR SEARCH
_____ (signature) Robert C. Stacey, Dean Date	