

Request to Approve Search

College of Arts & Sciences

NOTE: This form is for informational purposes only and all requests must now be submitted via Interfolio. To submit your request, please follow the instructions outlined in the [search request user guide](#).

If you have any questions about the form or process, please contact [Margie Ramsdell](#).

Department

Box

Date

Field/Area of Specialization

Hiring Rank

Anticipated Hiring Date

Anticipated Hiring Salary

Funding Source/Cost Center

Is this search from a previous year?

☐ Yes

☐ No

If yes, previous search number:

Specify building, office/research space room number(s). Identify any renovations needed

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 hire.

Attach a 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.