

**Faculty Employment Requisition Form**

**Tenure/Tenure Track**

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| **Position Information** |  |  |  |
| **Anticipated Appointment Date:** | Fall 2018 |
| **Position Title:** |  |
| **Replacement:** | [ ]  **Yes** [ ]  **No** | **Faculty member being replaced:** |  |
| **Department / Program Name:** |  | **College:** |   |
| **Hiring Official:**  | Dean of College  | **Ext:** |  |
| **Department Chair:** |  | **Ext:** |  |
| **Search Committee Chair:** |  | **Ext:** |   |

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| **Required Application Documents** (Should be consistent with position announcement) |
| [ ]  **Letter of Interest** | [ ]  **Curriculum Vitae** | [ ]  **Contact information for at least 3 Current References** | [ ]  **Transcript** |
| **Other:** |  |

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| **Search Committee Information**  |
| **Name** | **Department** | **Position Title** | **E-mail Address** |
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| **EO Office Use Only** |
| **EO Tracking Number:**  |  |
| **Hirezone Job ID:** |  |
| **Date Position Posted:** |  |
| **Date Position Removed:**  |  |

**GENERAL INSTRUCTIONS**

FACULTY EMPLOYMENT REQUISITION FORM

**POSITION INFORMATION**

* **Anticipated Appointment Date:** Anticipated start date for faculty hire (fall or spring).
* **Position Title:** All faculty position titles are listed in the current Pay Plan. If not listed, please contact the Human Resources Office at 915-747-5202 for this information.
* **Replacement:** Please indicate yes or no if the position is a replacement. If so, provide the name of the faculty member to be replaced.
* **Department / Program Name:** Name of hiring department or program for which the position will be reporting to.
* **Hiring Official & Ext:** Respective Dean of college and his/her phone extension.
* **Department Chair & Ext:** Name of department chair of the hiring department and his/her phone extension.
* **Search Committee Chair & Ext:** Name of person chairing the search committee and their direct phone extension.

**REQUIRED APPLICATION DOCUMENTS**

* Information in this section must be consistent with the information submitted in position announcement.
* Please indicate the documents the applicant will be required to submit as part of their online application.

**SEARCH COMMITTEE INFORMATION**

* List the names, department, position title and email address of the individuals appointed to be part of the search committee.
* By providing this information, the EO Office will grant access to the online applicant tracking system for the specific faculty search.