

## FACULTY RECRUITMENT FORM

DATE PREPARED \_\_\_\_\_

**Briefly Describe Position:**

Date \_\_\_\_\_

Senior Associate Dean of Finance and Administration  
or Executive Dean

## INSTRUCTIONS

The Request to Search portion of this form must be approved prior to the initiation of recruitment. Searches conducted without an approved F.A.R.F. are not sanctioned and requests for appointment resulting from such searches may not be approved.

When an appropriate candidate has been selected, this form is to be resubmitted with the Request to Offer Appointment portion completed. The request must be accompanied by a recent CV of the candidate and three (3) letters of recommendation if the appointment is to be made without tenure. A complete promotion packet must be prepared if the appointment is to be made with tenure. A completed Faculty Recruitment Summary Form (UPF-1F) must be attached. No appointment may be made in the absence of an approved UPF-1F.

N.B.: The approval of this appointment is contingent upon the availability of existing line and salary resources within the unit to support the appointment. Unless otherwise explicitly noted, the appointment must be supported fully from existing line and salary resources. Any special requirements of the appointment – provision of equipment, research support, renovations, or animal quarters, etc. – are to be described fully by attaching a detailed document to this FARF. The contributions of the department/unit toward meeting those requirements are to be noted, and a specific, detailed, and fully articulated request for the remainder included.

An offer of appointment will only be made on the basis of an approved F.A.R.F. While informal discussions with prospective candidates are both necessary and appropriate, such discussions may not be represented as constituting offers of appointment. Such offers will only be made by the Executive Dean after granting permission for the appointment through the F.A.R.F. process.

Copies of the acceptance/rejection of the offer by the candidate are to be forwarded to the Office of the Executive Dean and SEBS Office of Human Resources.

Please retain a copy of this form for your files.