## School of Environmental and Biological Sciences New Jersey Agricultural Experiment Station

## FACULTY RECRUITMENT FORM

DEPARTMENT		DATE PREPARED		
	REQUE	ST TO SEARCH		
PROPOSED TITLE		PROPOSED APPOINTMENT DATE		
TYPE: TENURE-TRACK	NON-TENURE TI	RACK	PROPOSED SALARY _	
APPOINTMENT TERM 1 year	/ 2 year / 3 year	(circle one)	AY / CY / FT	C / PT%
PROJECT NUMBER / TASK / PER				
Funding sources outside the o			equirements must be detailed	
Briefly Describe Position:				
NAME OF FINALIST:		TITL	<b>E</b>	
SALARY	EFFECTIV	E DATE OF API	POINTMENT	
APPOINTMENT TERM: 1 year Tenure Track: All Tenure-Track FAR Non-Tenure Track: Requests for App Research/Graduate Programs and th Dean's signature is not required, the sections as secondary approver. For Search as secondary approver while	F Requests to Search roval to Search and A e Dean of Academic I Research Dean will I NTT teaching titles,	n and Approval to Approval to Offer Programs for rev Docusign both th the Academic Pro	o Offer will be signed by the must be emailed directly to iew. For NTT research titles e Approval to Search and A ograms Dean will Docusign	Executive Dean. b both the Dean of the Executive approval to Offer
APPROVAL FOR SEARCH		APPROVAL FOR OFFER		
Department Chair	Date	Department C	hair	Date
RCE Director or Secondary Approver	Date	RCE Director	or Secondary Approver	Date
Date Senior Associate Dean of Finance and Administration or Executive Dean		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.