From: Department Chair, Director or Faculty Supervisor

Dean Lawson,

I am writing to request approval to initiate a search for a faculty position.

***Position Type:*** Tenure Track, Non-Tenure Track or Post Doctoral Associate

***Proposed Rank / CY or AY:***

***Appointment Term:***

***Proposed Salary:***

***Anticipated Start Date:***

***Budget Source*:** (Grant/State Account/Etc.)

I have consulted with the appropriate faculty members of my department and the designated program dean to discuss the position for which our department would like to advertise. Among the considerations addressed were rank, qualifications, desired research/instructional areas, expectations, and how this position can contribute to diversity and inclusion in our department.

My financial staff have confirmed with the necessary budgetary approver(s) that there is sufficient funding to support the full term of this appointment. This faculty member would be totally funded by state or grant funds.

Please see the attached LARF for your review and approval to begin the recruitment process.

Sincerely,