

UNIVERSITY OF SOUTH ALABAMA

Academic Affairs Form #1

Guidelines for recruitment can be found in the Faculty Handbook Chapter 3, Section 18

<http://www.southalabama.edu/academicaffairs/facultyhandbook.pdf>

Request Authority to Fill Existing Faculty/Administrative Vacancy

Request For New Faculty/Administrative Position

Department: _____ College: _____ Position #: _____

FUNDING SOURCE - Include source(s) of funding

(If new position, funding source should still be listed as well as any additional documentation/approvals.)

FUND		

VACATED BY:

Name: _____ Date: _____ Rank: _____

REQUESTED POSITION:

Rank/Admin Rank: _____ Salary: _____ Effective Date: _____
(If applicable)

- Tenure Track 9 Month One Year Only Continuing
 Non-Tenure Track 12 Month One Semester Only

Justification for Filling Position:

Role & Responsibility of Appointee:

Impact on Program if not Filled:

REQUESTED SEARCH COMMITTEE COMPOSITION:

(25% Female)

Search Committee Chair: _____

Member Member Member

Member Member Member

RECOMMENDED BY:

Department Chair Date

Dean Date

APPROVED BY:

Senior Vice-President for Academic Affairs Date

AA USE ONLY		
AA F#1 & Ad	Date	Ck'd By
AA F#1 Date Rec'd		
AA F#1 Cmte. Ck'd		
AA F#1 Posn # Ck'd		
AA F#1 Funding Ck'd		
AA F#1 Req'd \$ Ck'd		
AA F#1 Appr'd/Faxed		
Ad Received		
Ad Appr'd/Faxed		