

Form 210: Position Request Full-Time Temporary Faculty

College: _____ Department: _____

Discipline/Area: _____ Position Title: _____

Search to be conducted during AY: _____ For position effective AY: _____ Fall Spring Other _____

New Position (if new position, please indicate funding source)

Funding Source:

Account Fund Dept. ID Program Class Project

Replacement Position

Vacated by: _____ CMS Position #: _____

Instructional Faculty

Librarian Faculty Unit Employee

SSP-AR (Counselor) Faculty Unit Employee

Academic Year

10 Month

12 Month

12 Month

AY

Complete Form 200 must include the following:

- 1) Draft Vacancy Announcement - Announcement should state the minimum and preferred qualifications that will constitute screening criteria, and the anticipated instructional responsibilities for the new faculty member.
- 2) Projected workload for the new temporary faculty member during the appointment period.
- 3) Explanation of department need that justifies hiring this position rather than hiring from the temporary faculty pool.
- 4) Statement describing how this position will affect temporary faculty appointments.

Department Chair (For OAA Position ONLY)

Signature

Date

College Dean/University Library Dean/Director of Student Affairs

Recommended

Not Recommended

Signature

Date

Associate Vice Present for Faculty Affairs

Reviewed

Signature

Date

Director of Academic Resources - For OAA Searches Only

Reviewed

CMS Position #: _____

Signature

Date

Associate Vice President for Faculty Affairs OR Vice President for Student Affairs

Approved

Not Approved

Signature

Date

Please Return Original to Academic Personnel Services

Distribution: Original to APS for routing. Approved copies distributed electronically to Department Chair, College Dean/University Library Dean/VPSA, Academic Affairs Budget Office, and University Budget Office.