

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	ORGN	PROG

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

Executive VP & Provost for Academic Affairs Date

APPROVED BY:

Print
Form

Reset
Form

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		