**CHASS HR Services**

**Tenure/Tenure-Track Faculty Hiring Proposal Request Form**

Upload form along with required Applicant Tracking spreadsheet to the Personnel Request.

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| **Position and Posting Information** | | | **Hiring Proposal Information** | | |
| **Posting Number** | Click here to enter text | **Candidate’s First Name** | | Click here to enter text |
| **Position Number** | Click here to enter text | **Candidate’s Last Name** | | Click here to enter text |
| **Department** | Select an item | **Rank** | | Select an item |
| **Academic/Fiscal Year** | Select an item | **Requested Salary or Range** *(must be within posted range)* | | Click here to enter text |
| **Provide Posted Salary Range** *(dollar amount listed in posting OR it may say “salary commensurate with education and experience”)* | Click here to enter text | **Appointment Begin Date**  *(generally 1/1/XX or 8/16/XX for academic year hires)* | | Click here to enter text |
| **Does Applicant have PhD in required discipline?** | Select an item | **If no was selected, when will PhD be completed?** | | Click to enter a date |
| **Provide Instructor Salary, ABD (all but dissertation)**  Click here to enter Instructor salary | | | | |
| **Posting Status** | Select an item | **To submit the hiring proposal, the Applicant Tracking spreadsheet must be attached with the second tab complete. Is this attached?**  Yes | | |
| **For Offers Including Tenure:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Departmental Voting Faculty Vote Tally -** *for appointment*: | *For* |  | *Against* |  | *Abstained* |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Departmental Voting Faculty Vote Tally –** *for rank and tenure status*: | *For* |  | *Against* |  | *Abstained* |  | | | | | |

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| **Comments/Additional Information** |
| Enter Text |