**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:**

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| **Departmental Voting Faculty Vote Tally -** *for appointment*: | *For* |       | *Against* |       | *Abstained* |       |

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| **Departmental Voting Faculty Vote Tally –** *for rank and tenure status*: | *For* |       | *Against* |       | *Abstained* |       |

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