

FACULTY - NEW/REFILL INFORMATION FORM

THE INFORMATION IN THIS FORM IS TO BE PROVIDED BY THE DEPARTMENT IN COORDINATION WITH THE COLLEGE/DEAN

Position Title:

Faculty Type		Tenure
<input type="checkbox"/> Regular Faculty <input type="checkbox"/> Research Faculty <input type="checkbox"/> Research Faculty – Ext. Specialist	<input type="checkbox"/> Ext. Faculty <input type="checkbox"/> Area Ext. Educator <input type="checkbox"/> Clinical Faculty (NTT ONLY)	<input type="checkbox"/> Tenured <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non- Tenure Track <input type="checkbox"/> Negotiable (select all that apply)

Rank	Academic/Fiscal Year	Co. Chair?
<input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor	<input type="checkbox"/> Full Professor <input type="checkbox"/> Negotiable (select all that apply)	<input type="checkbox"/> AY <input type="checkbox"/> FY <input type="checkbox"/> Yes <input type="checkbox"/> No

CIP Code:	Job Duty Function %	Notes														
(Salary information provided by college.) Min. Market Rate: Funding: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="text-align: center;">(Index – Fund - %)</td> </tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	(Index – Fund - %)						<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="text-align: center;">Teaching & Advising</td></tr> <tr><td style="text-align: center;">%</td></tr> <tr><td style="text-align: center;">Scholarship & Creative Activities</td></tr> <tr><td style="text-align: center;">%</td></tr> <tr><td style="text-align: center;">Outreach & Extension</td></tr> <tr><td style="text-align: center;">%</td></tr> <tr><td style="text-align: center;">University Service & Leadership</td></tr> <tr><td style="text-align: center;">%</td></tr> </table>	Teaching & Advising	%	Scholarship & Creative Activities	%	Outreach & Extension	%	University Service & Leadership	%	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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Teaching & Advising																
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%																
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%																
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%																

Hiring Manager

Name:
 Department:
 Number:
 Email:

Open until filled: Yes No **Degree due at the time of:** Hire Application **Anticipated start date:**

Required degree:

Required Qualifications:
 (Required qualifications must begin with "Experience")

-
-
-
-
-
-

Preferred Qualifications:

-
-
-
-
-

-
-
-
-

Physical Requirements & Working Conditions:

-

Special Instructions to Applicants: (modify as needed)

Applications received by _____ will receive first consideration. Along with your on-line application, write a letter of qualification addressing how you meet the required and preferred qualifications listed.

In addition, your application materials must include a CV, names & contact information for at least three (3) professional references, and unofficial transcripts.

Applicant Documents:

(pre-checked are typically required, the rest are optional)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Resume/CV | <input type="checkbox"/> Cover Letter/Letter of Application |
| <input checked="" type="checkbox"/> Transcripts | <input type="checkbox"/> Reference Letter 1 |
| <input checked="" type="checkbox"/> Letter of Qualification | <input type="checkbox"/> Reference Letter 2 |
| <input checked="" type="checkbox"/> List of References | <input type="checkbox"/> Reference Letter 3 |
| | <input type="checkbox"/> Statement of Research |
| | <input type="checkbox"/> Statement of Teaching |

Search Committee

Name	Email
(Chair)	•
•	•
•	•
•	•
•	•
•	•
Guest Users (NON-UI EMPLOYEES)	
•	•
•	•
•	•

Justification to search via PeopleAdmin

Why is this position essential?	
How many tenure-track and non-tenure track faculty are currently in the department and in the specific CIP code of this request?	
If tenure track is being requested, provide justification as to why a non-tenure track position will not work.	
Could a reorganization be completed in the department to cover these needs on a temporary or permanent basis?	
E.g., Consider additional compensation, temporary	

faculty hiring, and equity of teaching loads and research productivity. Please provide a detailed explanation.	
Faculty Position Request Rationale. (Why this position is needed, how it fits the Strategic Plan.)	
Position Summary (Short summary, 5-7 sentences, of what this position will be responsible for/doing. Include the job duty percentages.)	

Required Posting Documents:

** (The college admin will create and add to this document)

- Pre-screening Form**
- Organizational Chart**
- Strengths and Weaknesses Form**
- Interview Questions

Optional Posting Documents:

** (The college admin will create and add to this document)

- Advertising Flyer**
- Phone Interview Questions

Advertising:

Advertising Venues: UI Auto – Enabled*

*The Chronicle of Higher Education, Higher Ed Jobs, Academic Keys, Association of Public & Land Grant Universities, Idaho Department of Labor.

Additional Advertising Venues: (please make a note if the committee members will be advertising so I do not send to Job Elephant):

Venues:

Dates (From – To):

Special Advertising Text (if any):

Additional Advertising Notes:

Advertising Budget Index(s):

Start-up Funding (To be determined once a candidate is selected):

Dept. Head's Signature: _____

Date: _____

Dean's Signature: _____

Date: _____