

**Authorization to Recruit a Faculty Member, Faculty Equivalent, or Non-Classified Staff**  
Send to Deborah Brown, 206 Stewart, P.O. Box 6203

Tenure Track, Non-Tenure Track, Faculty Equivalent, or Non-Classified Staff \_\_\_\_\_

\*Position title \_\_\_\_\_

\*Department \_\_\_\_\_ \*College \_\_\_\_\_

\*Search Contact Person \_\_\_\_\_ \*Phone 304-293- \_\_\_\_\_

\*E-mail \_\_\_\_\_ @ \_\_\_\_\_ \*Approximate date position will begin \_\_\_\_\_

If non-tenure track or faculty equivalent, length of appointment \_\_\_\_\_ ending \_\_\_\_\_

FTE: \_\_\_\_\_ Anticipated salary range \_\_\_\_\_

If a replacement position, the name of the faculty member being replaced and date position is available \_\_\_\_\_

If a new position, the source of funding for the position \_\_\_\_\_

Other relevant information:

Person requesting authorization:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Approved:

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Associate Provost for  
Academic Personnel \_\_\_\_\_ Date \_\_\_\_\_

\*Information required for posting on Provost's Webpage

Upon Full Approval,

Copies:     Dept. Chair  
              Dean/Director  
              Ass'c Provost  
              Social Justice  
              Human Resources