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**Faculty Position Request Form**

**Instructions:** This form is used to request approval to establish a new (non-adjunct) faculty position or to fill a faculty position that has been vacated. If there is an expectation this position will utilize animal models for research and/or requires a start-up package as a Pillar co-hire, then authorization from the VP for Research is necessary before recruiting and **finalizing hire**.

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| **Date:** |  |
| **College:** |  |
| **Department:** |  |
| **Program:** |  |

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| **JUSTIFICATION**: Please justify the position request as to why this search is critical at this time in the space below. |
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| **1.** **Is this a joint hire?** | Yes | No |

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| **1a. If yes, which Departments/Colleges/Pillars/Platforms will support this joint-hire?** |
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| **2. Is this a request to establish a new faculty position or to fill an existing faculty position that is**  **vacant (or anticipated to be vacant)? Check off one box.** | | |
|  | New faculty position | |
|  | Fill a vacant, existing faculty position | Position Number: |

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| **3. What term is requested for this position? Check off one box.** | |
|  | 9-month Appointment |
|  | 10-month Appointment |
|  | 12-month Appointment |

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| **4. What type of appointment is requested for this position? Check off one box.** | |
|  | Regular faculty (teaching, research/scholarship, and service) |
|  | Clinical faculty (primarily clinical practice) |
|  | Research faculty (primarily research) |

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| **5. Is this a permanent or visiting position? Check off one box.** | |
|  | Permanent position |
|  | Visiting position |

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| **6. Is the request for a tenure-track position or non-tenure track position? Check off one box.** | |
|  | Tenure-track position |
|  | Non-tenure track position |

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| **7. What faculty rank is requested? Check off all that apply.** | | |
|  | Instructor | |
|  | Assistant Professor | |
|  | Associate Professor | |
|  | Professor | |
|  | Other | Please specify: |

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| **8. What is the anticipated start date for the position?** |
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| **9. If this is a visiting position, what is the anticipated end date?** |
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| **10. What are the responsibilities for this position? Specify unit. If not applicable, type N/A.** |
| *Teaching Responsibilities – type of (specific) courses and other teaching responsibilities, e.g., courses to be taught, assignment load, continuing education, thesis or dissertation, clinical teaching, advising, etc.* |
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| *Research/Scholarship Responsibilities – Expectations for scholarly activity, including expectations for extramural grant or contract funding, etc.* |
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| *Service Responsibilities – Expectations for service to the department, college, university, profession, community, etc.* |
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| *Clinical Practice Responsibilities – Percentage of time to be assigned for clinical practice, type and location of clinical practice, etc.* |
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| *Administrative Responsibilities – Assigned administrative responsibilities, e.g., assistant/associate program director, clinical education director, etc.* |
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| **11. Indicate the expected percentage of effort in each area (teaching, research, service) in each unit for first year and subsequent years.** |

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| Department Name- | | Pillar Name - | |
| Teaching |  | Teaching |  |
| Research |  | Research |  |
| Service |  | Service |  |

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| **12. Is the requested position already budgeted? Check off one box.** | |
|  | Yes, the position is already budgeted. |
|  | No, the position is not budgeted. Please indicate the amount requested and specify. |

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| **12a. Indicate funding source(s). Check off all that apply.** | | | | |
|  | Department budget – already budgeted | Amount: $ | | TAG: |
|  | (If a vacant position, list position number and person being replaced:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | |
|  | Department reserves | Amount: $ | | TAG: |
|  | Please explain: | | | |
|  | College budget – already budgeted | Amount: $ | | TAG: |
|  | College reserves | Amount: $ | | TAG: |
|  | Please explain: | | | |
|  | Pillar/Platform budget | Amount: $ | | TAG: |
|  | Please explain: | | | |
|  | Division of Research | Amount: $ | TAG: | |
|  | Other Funds | Amount: $ | | |
|  | Please explain: | | | |
|  | Additional funds are being requested. | Amount: $ | | |
|  | Please explain: | | | |

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| **13. What start-up costs are anticipated for this position? Provide a breakdown. Include only costs for the following categories.[[1]](#footnote-1)** | | | |
|  | New Equipment | Amount: $ | Details: | |
|  | Space Renovations | Amount: $ | Details: | |
|  | Use of Core Facilities (incl. animal work) | Amount: $ | Details: | |
|  | Support Staff | Amount: $ | Details: | |
|  | Special Research Support | Amount: $ | Details: | |
|  | Moving Expenses | Amount: $ | Details: | |
|  | Travel Costs | Amount: $ | Details: | |
|  | **TOTAL ANTICIPATED START-UP COSTS** | **Amount: $ \_\_\_\_\_\_\_\_\_\_\_** | | |

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| **13a. What are the sources of funds for start-up costs? Check off all that apply and explain, if indicated.** | | | |
|  | Department budget – already budgeted | Amount: $ | TAG: |
|  | Department reserves | Amount: $ | TAG: |
|  | Please explain: | | |
|  | College budget – already budgeted | Amount: $ | TAG: |
|  | College reserves. | Amount: $ | TAG: |
|  | Please explain: | | |
|  | Pillar/Platform budget | Amount: $ | TAG: |
|  | Please explain: | | |
|  | Division of Research | Amount: $ | TAG: |
|  | Other Funds | Amount: $ | |
|  | Please explain: | | |
|  | Additional funds are being requested. | Amount: $ | |
|  | Please explain: | | |

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| **14a. Identify this position’s office location, access to instructional support materials, administrative and research support, and/or research space. Space needs are the responsibility of the college and must be assigned prior to the hire.** |
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| **14b. Will this position work with animal models?[[2]](#footnote-2)**   |  |  | | --- | --- | |  | Yes, it is anticipated that the position will work with vertebrate animal models and the undersigned Chair and Dean will consult with the Office of Comparative Medicine (comparativemedicine@fau.edu) during the interview process to identify equipment and resource needs. | |  | No, the position will not work with animal models. **If this should change, Division of Research must be notified immediately.** | |
| **15. Explain the relevance of this position to the FAU Strategic Plan 2025, including relevance to FAU Pillars and Platforms.** |
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**Please complete this section for Joint Hires only.**

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| **16. Explain how the evaluation and review will be conducted for the following, as applicable: Annual Review, Third-year Review, Promotion and Tenure, etc., according to the Faculty Handbook; salary increases from Change in Employee Compensation/other. Include information regarding Employee’s primary academic discipline and voting rights in each department, consistent with college and departmental bylaws.** |
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| **17. Indicate in which unit the faculty member will primarily be doing research. Check off one box. Note: Departments and Pillars may report 100% of funding and research productivity as associated with their individual units. The Division of Research reports will give 100% credit to the lead unit assigned at the time the proposal is routed for approval.** | |
|  | Department/College |
|  | Pillar/Institute |

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| **18. Departments and Pillars will share grant-based salary recovery and IDC distribution based on percent pay covered by the Department and Pillar.** | | |
|  | Department/Primary College. | Percentage: |
|  | Pillar/Institute. | Percentage: |
|  | Secondary College, if applicable. | Percentage: |

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| **19. Indicate budgetary designations. Departments and Pillars will share IP revenue based on percent pay covered by the Department and Pillar.** | |
| Department/Primary College. | Percentage: |
| Pillar/Institute. | Percentage: |
| Secondary College, if applicable. | Percentage: |

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| **20. Describe conflict resolution procedures for this position.** |
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| **21. List any other terms/conditions as set by the units on joint-hire. Discuss the process or terms of the agreement if faculty request to no longer be in joint position and asks to be assigned to only one unit rather than how originally hired.** |
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| Name of Requester: |  |
| Contact Person (if different from the Requester): |  |

*Save a copy of this request for your file. A* ***fully executed*** *request must be completed* ***prior*** *to submitting to the Office of the Provost for final approval. Once all appropriate signatures are obtained, email the fully executed copy to Arcadia Betancourt,* [*abetancourt@fau.edu*](mailto:abetancourt@fau.edu)*, for final processing and approval.*

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**Chair/Director – Home Unit Date**

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**Chair/Director – Participating Unit (if joint-hire) Date**

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**Dean – Home Unit Date**

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**Dean – Participating Unit (if joint-hire) Date**

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**Pillar Director Date**

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**VP for Research[[3]](#footnote-3) Date**

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| Please check off one box. | | | |
|  | Request to fill a budgeted, vacant position is approved. Specific Conditions: | |  |
|  | Request to establish new faculty position is approved. Specific Conditions: | |  |
|  | Request is denied. Reason: |  | |

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**Provost/Vice Provost Date**

**Cc: Dr. Dan Flynn, Vice President for Research**

1. The undersigned Chair and Dean agree that, if Pillar co-hire, an itemized start-up budget for selected candidate must be submitted and approved by the Provost and VP for Research prior to final offer negotiations. [↑](#footnote-ref-1)
2. The undersigned Chair and Dean agree to consult with Comparative Medicine regarding selected candidates and obtain approval by the VP for Research prior to final offer negotiations if yes to 16b. [↑](#footnote-ref-2)
3. VP for Research approval is required if Pillar co-hire with start-up package and/or if there is an expectation that the position will utilize animal models for research. [↑](#footnote-ref-3)