



1. Faculty Recruitment Request Form

Please read the SMU Model for Faculty Search and Recruitment for guidance before filling out this form. Complete sections 1 and 2 and submit this form for permission to recruit for a full-time faculty position.

1. Enter Proposed Faculty Position Information

Position Title _____ Position No. _____

School _____ Department/Division _____

Budget Acct. No. _____ Anticipated Start Date _____

Status: Tenured/Tenure Track Not on Tenure Track

Name of Incumbent (if applicable): _____

Title/Rank: Professor Associate Assistant Clinical

(check all that apply) Senior Lecturer Lecturer Professor of Practice

Other - Please specify: _____

Proposed Salary Offer _____ Budgeted Salary _____

If proposed salary is higher than budgeted salary, identify source of additional funds:

Additional Costs (if applicable): Start-up \$ _____ On-going \$ _____

2. Attach the following supporting materials in a single bookmarked PDF to this form:

I. List of the proposed search committee members with designated Search Chair identified.

Indicate race, gender, and SMU ID (if currently on faculty) of each member.

- All search committees must have at least three members and be diverse in terms of gender and race/ethnicity.
- All search committee members must have taken CIQ Searching Intelligently.

II. Recruitment Plan – The plan must contain the following three items:

1) List of publications confirming advertising/announcement placements

2) Outreach plans

3) Full advertisement that includes the six required components of an advertisement:

- | | |
|--------------------------------|--|
| 1. Position Number | 4. Minimum Qualifications explicitly stated (educational & experience) |
| 2. Start Date | 5. Background Check Statement |
| 3. Priority Consideration Date | 6. SMU Nondiscrimination Statement |

See SMU Model for Faculty Search and Recruitment for suggestions and other guidance.

3. Submit for Authorization (in the following order):

Chief Diversity Officer Review: _____ Date _____

School/Financial Business Manager Approval: _____ Date _____

Dean Approval: _____ Date _____

Provost Approval: _____ Date _____