**RADFORD UNIVERSITY**

**Teaching and Research Faculty Hiring Form**

(Revised August, 2016)

**Part I. Request for Interview**

To: Dean, College of Click here to enter text.

From: Chair, Department of Click here to enter text.

Date: Click here to enter a date.

Permission is requested to bring a faculty candidate to campus for a job interview. The following information is provided in support of this request:

**Candidate Information**

**Name** Click here to enter text.

**Address**  Click here to enter text.

**City**  Click here to enter text.

**State** Click here to enter text.

**Zip Code** Click here to enter text.

**Current Position:** Click here to enter text.

**Education: Degree Major Institution**

**Baccalaureate** Click here to enter text. Click here to enter text. Click here to enter text.

**Masters** Click here to enter text. Click here to enter text. Click here to enter text.

**Doctorate** Click here to enter text. Click here to enter text. Click here to enter text.

**(If ABD, expected date of completion):** Click here to enter a date.

If the candidate=s credentials do not meet SACS minimum teaching qualifications, attach a justification for your recommendation to interview this candidate:

**Position Information**

Tenure Track Special Purpose Full-time Temporary

**Incumbent Information**

Name: Click here to enter text. Tenure Track Special Purpose Full-time Temporary

Position Number: Click here to enter text. Current Salary:$Click here to enter text.

**OR** **NEW POSITION; NO INCUMBENT**

**Approvals**

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Date)

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Date)

Enclosures: Candidate=s Letter of Application

Candidate=s Vita

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**Part II. Request for Contract Offer**

An offer of employment is requested for the faculty candidate identified in Part I, Request for Interview.

**Contract Provisions**

Tenure-Track  Special Purpose  Full-time Temporary

Department: Click here to enter text. Recommended Rank Click here to enter text.

Starting Date: Click here to enter a date.

Recommended Salary: $Click here to enter text. FOAP: Click here to enter text.

Moving and Relocation  Yes  No Recommended Amount $Click here to enter text.

If there are any special duties or provisions to be included in the contract letter, please specify:

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Approvals**

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Chair, Department/School of Click here to enter text.

Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Dean, College of Click here to enter text.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Provost and Vice-President for Academic Affairs

Enclosures: Recommendation of Personnel Committee

Recommendation of Department Chair

Recommendation of the Dean

Candidate’s Vita

PR40

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_