**RADFORD UNIVERSITY**

**Teaching and Research Faculty Hiring Form**

(Revised December, 2012)

**Part I. Request for Interview**

To: Dean, College of

From: Chair, Department of

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:

Address: City State\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position:

Education: Degree Major Institution

Baccalaureate

Masters

Doctorate

(If ABD, expected date of completion): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: Tenure Track Special Purpose Full-time Temporary

Position Number: Current Salary:$  **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: Recommended Rank

Starting Date:

Recommended Salary: $ FOAP:

Moving and Relocation \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No Amount $\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Approvals**

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

(Signature)

Chair, Department/School of

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

(Signature)

Dean, College of

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_