

PROVISIONAL VPAA #: _____ [1]
(YEAR-LETTER)

VPAA #: _____
(YEAR-NUMBER)

[1] Approval only for the placement of ad. Search must receive separate approval by the Provost via a new Tenure Track Request form.

Tenure Track Request for _____ - _____ Academic Year

College: _____ Department: _____

Expected Date of appointment: _____

Expected Rank of appointment: _____

Specific justification for and description of position to be filled (attach detailed statement if necessary):

Department Chair Date

Dean of the College's endorsement and comment (attach detailed statement if necessary):

Dean of the College Date

Provost's Office

Associate Vice President for Academic Affairs Date

Provost's Response:

You have provisional approval to proceed with the Office of Diversity & Equity on advertising the position. _____

You are hereby authorized to begin the process of filling the position described above. _____

I cannot authorize the filling of this position at this time. Please see me. _____

Provost Date

NOTE: A position cannot be advertised until the Provost has approved the position in writing and the Office of Diversity and Equity has approved the advertisement.

This form must be completed for each tenure track position requested, regardless of whether the tenure track position was approved in a prior academic year or whether you are requesting an additional hire from a currently certified pool. A request for an additional hire from a currently certified pool requires a statement with specific justifications.