

**SAMFORD UNIVERSITY
FACULTY EMPLOYMENT REQUISITION**

School: _____ **Department:** _____

Position Requested: _____ **New Position** _____ **Replacement** _____

Faculty Member Being Replaced: _____ **Start Date:** _____ **PCN:** _____

Type Position:	Duties:	Rank:
_____ Full-time Faculty	_____ 9-month LOA	_____ Professor
_____ Part-time Faculty	_____ 12-month LOA	_____ Associate Professor
_____ Visiting Faculty	_____ Courses per year	_____ Assistant Professor
_____ Administrative Faculty		_____ Instructor
		_____ Librarian
		_____ Associate Librarian
Status:		_____ Assistant Librarian
_____ Regular tenure track		_____ Other (specify):
_____ Regular non-tenure track		_____
_____ Temporary: _____ # years		_____

Qualifications/special skills/training/experience desired: _____

Provide reason for the request/justification for the position, including how you intend to fund the position if it is a new position. If more space is needed, attach supporting documentation/data.

If a stipend will be involved, specify job title and additional duties for stipend: _____
_____ **Stipend PCN:** _____

Salary range: \$ _____ **Budgeted salary:** \$ _____ **Stipend:** \$ _____

Specify FOAPAL(s) for budgeted salary and stipend:
Index: _____ Fund: _____ Org: _____ Acct: _____ Prog: _____
Index: _____ Fund: _____ Org: _____ Acct: _____ Prog: _____
Index: _____ Fund: _____ Org: _____ Acct: _____ Prog: _____

APPROVED:	DATE:
Department Head _____	_____
Dean: _____	_____
Provost/Designee: _____	_____
PCN: _____	_____