

Refer to the hiring timelines for full-time faculty and part-time faculty for recommended submission dates but keep in mind that hiring can take much longer than expected, particularly for international applicants. Submit the proposal to hire before the deadline when at all possible for the best chance of getting the candidate you want.

**Today's Date:** \_\_\_\_\_

**Requesting Unit:** \_\_\_\_\_

**Employment Status: circle all that apply below.**

Faculty                  Staff                  Student (non FWS)                  Postdoctoral  
Full Time                  Part time  
Regular                  Temporary (specify length of employment) : \_\_\_\_\_  
Vacant position          New position

**Position Title:** \_\_\_\_\_

**Position Supervisor:** \_\_\_\_\_

**Justification:**

- Include a brief description of why the position is needed.

**Position Description(s)**

- Attach a job description to include a 5-10 sentence job summary, detailed list of job duties in order of importance, and approximate the percentage of effort spent on each task (duties can be listed by category i.e. administrative support, financial duties, etc.)

**Impact and Influence**

- Detail who this position will interact with on a consistent basis (title(s)/name(s), what degree of autonomy will the individual have within the role, and to what extent do their decisions impact the organization as a whole.

College of Pharmacy  
Proposal to Hire

**Financial Considerations:**

*This request is submitted with the understanding that the position is mission critical and all funds associated with the request are available and are not required to meet any budget restrictions or program redirections.*

- Detail the following:
  - Proposed [classification and salary range](#)
  - Proposed relocation expenses
  - Proposed start-up costs
  - Funding source
  - Other costs

**Equity Considerations: For department to complete**

- Detail if there is potential for the position to cause an equity issue within the department or unit.

**Organization Charts**

- Attach the current organizational chart and proposed organizational chart with the position.

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The person completing this form, should obtain the following signatures:

Requestor: \_\_\_\_\_

\_\_\_\_\_ Date

Department/Unit Head Approval: \_\_\_\_\_

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date