

Request to Fill Form

Date: _____

Requesting Department/Division *and* Department ID: _____

Department Contact Person/Manager (Name/Phone/Email): _____

Position Information

Title: _____ Position Number: _____ Position Type: _____

FTE: ____ Projected Hire Date: _____ New/Replacement (if replacement, list previous employee): _____

Salary Information

Proposed Salary or Salary Range: _____ *Base Salary Amount: _____ *Faculty Titles only

*AEF (at risk) Supplement Amount: _____ *Administrative Supplement (if applicable): _____

Proposed Funding (source of funds, percentages and grant/project number if applicable): _____

Additional Information

Please provide justification for your request to fill this position

(Why is this position important? How does it contribute to the mission? Why is it necessary to fill this position?)

Describe the principal duties of this position (for faculty please include % teaching DMD, % teaching grad, dept. research, funded research, faculty practice, administration, service etc., for TEAMS please attach job description)

Position authorized in your dept. budget? _____ Space needs (office/research space/equipment): _____

For Faculty: Do you anticipate research startup funds? If so, please estimate amount and provide a brief justification:

Approval (Signatures & Dates)

Program Director/Division Director (if applicable): _____

Department Chair: _____

Associate Dean for Research (if applicable): _____

Director of SADS (if applicable): _____

Director of Finance: _____

Dean: _____