Tracking #	
	1

Revised on: September 3, 2019

Faculty Position Start-Up Worksheet

This is an optional worksheet, for hiring unit use

(Open this document in Adobe Reader or Acrobat to complete)

Do not use for Public Service faculty positions, regardless of hiring unit. Click here for Public Service budgetary approval procedures.

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Depart	ment name:							
Position Title:			Expected Start Date:					
		Fun	NDING REQUEST B	Y YEAR				
	Item	Department	Instruction	Research	Extension	Other	TOTAL	
YEAR 1	- Standard: 2 months, 22.222% of AY total	,						
	Summer Salary (if AY)	:						
	Equipment	:						
	Personnel (GA, post doc, admin)	:						
	Moving & Relocation Costs	:						
	Other	:						
	Year 1 TOTA							
YEAR 2	- Standard: 1 month, 11.111% of AY total							
	Summer Salary (if AY)	:						
	Equipment	:						
	Personnel (GA, post doc, admin)	:						
	Other	:						
	Year 2 TOTA							
YEAR 3	- AY Standard: none beyond Year 2							
	Summer Salary (if AY)	:						
	Equipment	:						
	Personnel (GA, post doc, admin)	:						
	Other	:						
	Year 3 TOTA	_						
TOTALS								
	Summer Salary (if AY)	:						
	Equipment	:						
	Personnel (GA, post doc, admin)	:						
	Other	:						
	Moving & Relocation Costs							
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