



Request to Hire a Faculty Position For Academic or Research Faculty – Off Cycle Request

Do not use for Public Service faculty positions, regardless of hiring unit. Click [here](#) for Public Service budgetary approval procedures.

Department name: Date submitted:

I. Rank: Tenure/Tenure-Track Research Scientist Librarian Instructor Instructor New Position
 Administrative A Academic Professional Lecturer Backfill

Position Title:

External Support (Source and % or \$) If joint appt, Dept:

II. State critical need and any adverse impacts if position is not filled, and if applicable, expected annual teaching load (#courses), total credit hour production, expected research or public service activity, and involvement in interdisciplinary activities.

Start-up negotiated during search process. Click [here](#) for worksheet.

	Instruction	Research	Extension	
III. Proposed Annual Salary: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	< Portion in Decimal form
Replacement Salary: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Total: <input style="background-color: #ADD8E6;" type="text"/>			< Must match proposed salary

Incumbent: Anticipated Start Date:

Type of Salary Funds: % Resident Instruction % Auxiliary % Other General State Fund Groups
(must equal 100%)
 % Restricted % Sales & Service

Contract Type: AY FY Campus: Athens Tifton Griffin

Academic Year is nine months, paid over ten months; Fiscal Year is 12 months.

Department Head/Director Date (if joint) Department Head/Director Date

Assistant Dean (if Griffin/Tifton) Date Director of Finance and Administration Date

Dean Date Associate Dean Instruction Associate Dean Research Associate Dean Extension