

**OFFICE OF ACADEMIC AFFAIRS**  
**AUTHORIZATION TO RECRUIT**  
**FORM A**



**PROVOST OFFICE USE**  
**LOG #:**

**College:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Proposed Specialization:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Position Status:**  *Tenure-Earning*  *Temporary*  *Part-time*  *Lecturer*

**Current Salary Range:** \_\_\_\_\_ **Budgeted Salary:** \_\_\_\_\_

**New**

**Budget Account:** \_\_\_\_\_

**Replacement:** \_\_\_\_\_

**Position Number:** \_\_\_\_\_

**Justification for Position (new and replacement):**

**Search Committee Members:**

**Department Chair:** \_\_\_\_\_ **Dean:** \_\_\_\_\_

**Faculty EEO Coordinator:** \_\_\_\_\_ **Provost:** \_\_\_\_\_

*Required Supplemental Materials: Budget Spreadsheet, PARF, Letter of Resignation/Retirement, Signed Approval from Provost to fill a position.*