**ACADEMIC AFFAIRS FACULTY PRE-APPROVAL FORM**

*(to accompany Open Position/Employment Recruitment form)*

Request to hire justification for PCN #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous position vacated by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenure\_\_\_\_\_

Program Performance Rank:

Division Organizational Chart: (attach as separate document)

New position request: Tenure track or non-tenure track

Proposed Rank: Instructor or Professor

Funding/Budget comparison: (impact to budget +/-) – Verified with Budget Office \_\_\_\_\_\_\_\_\_\_\_

* Salary savings?

Current designated position salary vs. position proposed salary: (List)

Budget book location (page)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Faculty position contract length: | | (Include supporting information if over 9 months): | | | |
| Position request rationale:  General or specialty position:  If specialty area academic requirements: | | | | | |
| Presumed teaching responsibility: | Explanation if not full 24 credits per AY: | | | | |
| Courses (w/credits) previous enrollment numbers (3 semesters) |  | | | | |
|  | Fall 23 | | Spring 24 | Fall 24 |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| External Accreditation program  Y or N | Accreditation impact justification if specialty position needed for accreditation: | | | | |

Additional supporting rationale to be considered:

CUPA 80% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CUPA 100% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature from Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature from Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature from VPAA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Decision: Approve Deny

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_