

ACADEMIC AFFAIRS FACULTY PRE-APPROVAL FORM

(to accompany Open Position/Employment Recruitment form)

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 25 Spring 26 Fall 26
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: _____