



Faculty Recruitment Form/Request for New Position

Instructions:

1. If requesting a **NEW POSITION**:
 - a. Dean's office completes the **NEW POSITION** and **APPOINTMENT INFORMATION** sections of this form and forwards to HR_recruiting@richmond.edu.
 - b. HR creates the position number, enters it below, and forwards this form to Office of Planning and Budget for position activation, copying the Dean's office.
2. If recruiting for an **EXISTING POSITION**, or if the **position number has been assigned**, Dean's office completes the **EXISTING POSITION** and **APPOINTMENT INFORMATION** sections and forwards this form with a copy of the position description/job ad to the Associate Provost for Faculty.
3. Associate Provost for Faculty reviews form and position description (PD); and works with the Dean's office to make any required revisions.
4. Once the PD/Job Ad is finalized, the Associate Provost for Faculty forwards this form and the final version of the PD to HR_recruiting@richmond.edu, copying the Dean's office.
5. An HR representative will contact the appropriate Dean's office within 1 business day to communicate next steps.

If EXISTING POSITION:	
Position Number:	_____
Replacement for:	_____

If NEW POSITION:	Position Number: _____ (to be completed by HR)
Labor Distribution:	Organization: _____ Fund: _____
	Organization: _____ Fund: _____
Reports To:	_____
Contract (9 month, 12 month or other):	_____
Full-Time or Part-Time?	_____
Appointment Percentage (if not full-time) :	_____
When do you expect to recruit for this position?	_____

APPOINTMENT INFORMATION:	
POSITION TITLE to be displayed on UR Career site & other job boards:	_____
Position Type:	Faculty - Instructional/Research Faculty - Special Research Faculty - Adjunct/Visitor
Appointment Type:	Tenured Tenure track Non-tenure track Adjunct/Visitor
Rank:	Professor Associate Professor Assistant Professor Assistant/Associate/Full Lecturer Instructor Other Faculty

Comments/Notes:	