

UMKC RECRUITMENT PROCESS INFORMATION FORM

USE FOR FULL-TIME ACADEMIC POSITIONS:

TENURE/TENURE TRACK, RANKED NON-TENURE TRACK AND LIBRARIAN

A. Position details

Academic Unit:	Department/Division:	
Position Title:	New or Vacant Position: (If vacant, name of faculty member being replaced)	
Tenure Status: (Indicate if tenured/tenure-track)	Credit Toward Tenure:	
Supervisor:	Endowed Position, provide title:	
Proposed Course Load:	Anticipated SCH production of position:	
Nine or Twelve Month Contract:	Anticipated Start Date:	
Administrative Role:	Administrative / Endowed Stipend:	
Anticipated Start-up Costs:	Benefit Cost of Salary Range [in \$]:	
Proposed Salary or Range:	FTE:	Position Number:

Provide the source[s] of funding to support this hire.

- Operating Fund: MoCode** _____
- External Grant: MoCode** _____
- Endowed Position or Gift Fund: MoCode** _____

Department Chair/Division Director Signature

Dean Signature

Date

Unit Fiscal Officer Signature

Date

B. Please attach a draft copy of your proposed job advertisement.

Academic HR Review of job advertisement:

- ____ **Position requires national advertising [all tenure-eligible or ranked positions]**
- ____ **Includes Equal Employment Opportunity Statement**

Comments:

C. Please attach a draft copy of your proposed Recruitment Plan Worksheet.

Academic HR Comments:

D. Please provide the names of the Proposed Search Committee for this position:

<i>Committee Member Name</i>	<i>Emplid</i> (to access applications)	<i>E-mail Address</i>
(Chair)		

All committee members to have completed the UM System online search committee training available in the Percipio Learning Management System:

- Course: <https://share.percipio.com/cd/p12ByV-5g>
- Transcript: <https://share.percipio.com/cd/JEQcxDMUO>

Please contact the Human Resources [Academic Hiring Coordinator](#) to schedule a *Search Launch* meeting if needed.

Date of meeting: _____

Additional Comments: