

**REQUEST TO RECRUIT for FULL-TIME ACADEMIC POSITION
Unranked, Academic Appointee**

Updated 04/04/2023

Academic Unit:	Department/Division:	
Position Title:	New or Vacant Position: (If vacant, name of faculty member being replaced)	
Proposed Course Load for Teaching Positions:	Anticipated SCH production of position for Teaching Positions:	
Nine or Twelve Month Contract:	Anticipated Start Date:	
Anticipated Start-up Costs:	Benefit Cost of Salary Range [in \$]:	
Proposed Salary or Range:	FTE:	Position Number:

1. Brief description of position and necessity to hire [job ad will be attached to this form].

For teaching positions only:

a) Is there an interdisciplinary opportunity with this hire? YES NO

Area: _____

b) Will faculty teach at undergraduate and/or graduate levels? UG GRAD Both

c) Does this position reduce the number of adjuncts teaching? YES NO

Teaching What? _____

d) Is patient/student safety or accreditation a concern without this hire?
YES NO If yes, please explain how.

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

Operating Fund: MoCode _____

External Grant: MoCode _____

External Funds Pending External Funds Received

Endowed Position or Gift Fund: MoCode _____

**Department Chair/Division Head
Signature**

**Unit Dean
Signature**

Date

**Unit Fiscal Officer
Signature**

Date

Unranked Non-Tenure Track academic positions require regional advertising and a suggested posting period of at least 1 week. Positions will automatically post to the following websites:

The Chronicle of Higher Education, Diverse Issues in Higher Education, Higher Ed, Higher Ed Military, Insight Into Diversity, Google Jobs, Indeed, in addition to outreach of the department.

Please provide a copy of the job advertisement you propose to post as a Word document.

Review of job advertisement:

- _____ Includes instructions for application and materials requested
- _____ Includes minimum qualifications appropriate to title
- _____ Includes Equal Employment Opportunity Statement

Please provide the names of the Hiring Manager and/or Search Committee for this position:

<i>Committee Member Name in PeopleSoft</i>	<i>Emplid Required</i>	<i>E-mail Address Required</i>

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-5q>
- Transcript: <https://share.percipio.com/cd/JEQcxDMUO>

Check with Debby Laufer, lauferd@umkc.edu, if you have any questions.

Requesting assistance with outreach sourcing

Comments:

Approved: _____
Provost designee

Date