

**REQUEST TO RECRUIT for FULL-TIME ACADEMIC POSITION**

**Unranked, Academic Appointee**

Updated 09/20/2024

|  |   |                  |
|--|---|------------------|
| Academic Unit:                               | Department/Division:  |                  |
| Position Title:                              | New or Vacant Position:<br>(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].

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*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> |
|--|------------------------|--------------------------------|
|  |                        |                                |
|  |                        |                                |
|  |                        |                                |

Please also provide the names, job title, and Emplid for support staff and other persons that may need access to the applicant information in e-recruit. Those persons should attend Search Launch with the committee and complete the Percipio online search committee training.

| <i>Name of Support Person</i> | <i>Title</i> | <i>Emplid</i> | <i>E-mail Address</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](mailto:lauferd@umkc.edu), if you have any questions.

**Requesting assistance with outreach sourcing**

**Comments:**

**Approved:** \_\_\_\_\_  
Provost designee

\_\_\_\_\_  
Date