

**College of Agriculture
Alabama Agricultural Experiment Station
Request to Initiate Recruitment**

Please complete this request form to begin the process of approval of filling a position within the College of Agriculture or the Alabama Agricultural Experiment Station. When you have completed the form, print, get the appropriate signatures and email to me at fullele@auburn.edu. This form is to be completed for regular (not temporary assignments) staff and faculty positions, please contact COA/AAES Business Office for any assistance or questions.

Department/Outlying Unit:

Date of Request:

Position Information:

Title:

Proposed start date:

Proposed recruitment level (I, II, III, IV as appropriate) or rank (Assistant, Associate, Full) of recruitment:

New position, Yes No – If No, enter Incumbent name:

If faculty position, enter percentage of appointment:

% Instruction

% Research

% Extension

% Other

Funding source(s): *(please enter FOP and %)*

Limited term, Yes No – If Yes, enter number of years in initial recruitment:

Budgeted salary:

Max amount available to pay (w/o benefits) per yr

Total Startup Package (Projected):

For startup, include equipment, summer salary, supplies, GRA costs, moving expenses, and other initial costs related to the hiring of a new faculty member.

Justification for position:

Responsibilities: *(to be used in development of announcement)*

Minimum Qualifications:

Education level *(check one):*

High School diploma or GED

Bachelors

Masters

PhD

Specify all disciplines to be considered:

Years of Experience *(enter minimum number of years):*

Type of Experience required:

Other minimum qualifications such as, computer programs, certifications, licenses, etc:

Desired Qualifications:

Education level (check one): Bachelors Masters PhD

Specify all disciplines to be desired:

Knowledge and/or experience (*performing work, working in a particular environment, etc.*):

Other:

Will the person in this position be required to operate a motor vehicle which weighs more than 26,000 itself or exceeds that weight including towed unit, or is designed to transport 16 or more passengers, including the driver? (*If yes, a valid Commercial Drivers License (CDL) is required.*)
Yes No

Will the person in this position be working on a Department of Defense contract subject to 48 CFR Parts 223/252?

Yes No

Will the person in this position be required to successfully pass a post-offer/pre-employment physical (subject to this physical if working on a DOT, DOD or otherwise contract specified)?

Yes No

Recruitment Outlets: *check all that apply and specify*

Journals:

Professional meetings:

Websites:

List-serves:

Other:

Women and minority recruitment outlets will be used in addition to those specified above.

Search Committee *(propose a diverse committee in regards to race and gender):*

Chair:

Members:

Minimum application materials *(check all that apply and specify where appropriate):*

Letter of interest/cover letter

CV/Resume

Statement of Philosophy on (specify):

Names of references & contact information (specify minimum number):

Copies of transcripts (specify):

Other documents (specify):

Approval Signatures:

Submitted by _____ Date _____

Department Head/Chair _____ Date _____

To be completed by the Ag/AAES Business Office (comments):