Recruitment Funding Request

I.   Information about School Hiring Primary Recruit Faculty Member

Requested by:
(Name and School)
Phone:
Email:

II.   Information About Primary Recruit Faculty Member

Name of the person we are attempting to recruit:
Department:
Current or proposed title:
Anticipated appointment date of recruited faculty (if applicable):

III.   Information about Accompanying Spouse/ Partner

Name of the accompanying partner:
Proposed department or office:
Proposed title:
If faculty, proposed rank and initial salary:

If staff, proposed salary class and grade:
Anticipated appointment or start date of recruitment:

V.   Other Information

Please attach resumes/CVs of the faculty member being recruited and the accompanying partner.

On a separate sheet, please provide a brief statement of the reason(s) for the request. In particular, please advise as to: qualifications and strengths of the primary faculty member and the accompanying spouse/partner, the needs of the department(s) hiring the primary faculty member, the needs of the department or office seeking to hire the accompanying spouse/partner, and, if appropriate, any other relevant considerations, such as how the arrangement will advance the mission of the University.

V.   Authorization

Signature of Dean of School of Primary Recruit of Faculty Member:

_____

 Date:

Signature of Dean of Potential School of Accompanying Partner (If Applicable):

_____

Date:

Signature of Potential Supervisor of Accompanying Partner (If Applicable):

_____

Date:

Please submit the completed form and attachments via one of the following methods:

- E-mail to rgranfie@buffalo.edu
- Send intracampus mail to Office of the Vice Provost for Faculty Affairs – 552 Capen Hall

For more information, please call Patti Napoli at 645-3594

VI.   Provost's Office Internal Use

Signature of Vice Provost for Faculty Affairs:

_____

Approved   Disapproved

Date:

Signature of Provost:

_____

Approved   Disapproved

Date: