Missouri S&T Hiring Faculty Approval Form

Must be filled out for benefit eligible and non-benefit eligible faculty positions.

Name and Unit/division person making request:

Identify the POSITION INFORMATION.

Position (sub)DeptNODE: _____

Position TITLE:

Position Number: _____
(To be completed by Budget Office for New Positions)

What courses and semesters will this person teach?

Course 1:   **Semester/Yr:**

Course 2:   **Semester/Yr:**

Course 3:   **Semester/Yr:**

Identify the salary information associated with this position.

Salary/Wage: _____   **Fringe Benefits:** _____   **FTE:** _____   **Std Hrs/Wk:** _____

Job Code: _____   **Academic Discipline Code:** _____   **Regular or Temporary?**

Reports To: _____   _____
                   Name   **Position Number**

Identify the source(s) of position funding

Amount	Mocode	PS Account	Fund	DEPTID	PROGRAM	CLASS	PROJECT/GRANT	DEPT NODE

Indicate if the position has endowed funds associated with it. If so, explain.

If start-up funds are needed for this position, indicate department's plan for funding:

Additional Justification for Part-time Positions: Adjunct Faculty/Postdocs/VisitingScholars

Outline of job announcement and vita must be attached.   Job Start Date: Job End Date:

Name of individual to be hired:

Is this course already scheduled?   **Is this course a required course?**

Does enrollment in the course comply with campus memorandum II-30?

Will department consider sponsorship for this position?

Missouri S&T Hiring Faculty Approval Form

FILL OUT IF APPLICABLE.

The Hiring Authority or designee shall NOT be a member of the Search Committee. Any of the Hiring Authority designees also may NOT be part of the Search Committee. The Search Committee Chair is the Hiring Manager. In PeopleSoft, the individual assisting the Hiring Authority (this is usually a staff person from the department) with the eRecruit process is listed in the "Created By" section.

Proposed Search
Committee Members: Department   Email

_____(chair)   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

Committee Secretary: _____ Email: _____

Person responsible for eRecruit: _____ Email: _____

Job Announcement Plan: (where ads will be placed websites, journals, and listserves)

Specialty Area:

Posting Length: _____(Not longer than one year)

Apply by Date/Screening Commencement Date: _____*(The day after the apply by date/screening commencement date has passed, Institutional Equity, Diversity and Inclusion will provide material to the Hiring Authority or designee appropriate for the consideration of a diverse applicant pool.)*

Estimated Start Date: _____

Missouri S&T Hiring Faculty Approval Form

Explain why filling the position is essential. (Attach a separate page if needed and add this explanation to eRecruit).

Proposed Job Ad: (to include responsibilities and qualifications) [Once approved, this should be copied and pasted into eRecruit-otherwise you must seek approvals from all parties again.]

Missouri S&T Hiring Faculty Approval Form

By signing, you are approving the position, funding, committee, and job ad as applicable.

Recommend: Approval   Disapproval

Recommend: Approval   Disapproval

Department Chair or Unit Director   Date

Vice Provost and Dean   Date

Recommend: Approval   Disapproval

Recommend: Approval   Disapproval

Provost (if appl.)   Date

Budget Office   Date

Recommend: Approval   Disapproval

Recommend: Approval   Disapproval

Vice Chancellor for Research and Innovation (if appl.) Date

Human Resources   Date

Fiscal Manager (if appl.)   Date

This candidate is qualified to teach this course under HLC guidelines.

Vice Provost and Dean   Date

Distribution Routing: Department (or Unit Director), Fiscal Manager (if appl.), Vice Provost and Dean, Vice Chancellor for Research and Innovation (if appl.), Provost (if appl.), Budget Office, Human Resources.

Provost signature required for all ranked, regular T/TT faculty and ranked, non-regular NTT academic appointments; except for research faculty (signed by the VCRI).

Vice Chancellor for Research and Innovation signature required for NTT (Ranked) Research Faculty. Unranked, non-regular academic appointments hired by Center Directors do not need to be signed by the Provost or by the Vice Provost and Dean, only by the Vice Chancellor for Research and Innovation.

Revised 02/27/2026