

# 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?

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***\*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: \_\_\_\_\_

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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.]

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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              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, Budget Office, Human Resources. 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 08/12/2025