

# 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: \_\_\_\_\_

Reports To: \_\_\_\_\_  
Name
Position Number
Date (not to exceed 4 yrs)

**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. Start Date: \_\_\_\_\_ 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)		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HR Strategic Partner

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.)

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.]

Use this in relevant venues where you have space constraints:

Missouri S&T is an AA/EEO employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability or status as a protected veteran. Females, minorities, and persons with disabilities are encouraged to apply. The university participates in E-Verify. For more information on E-Verify, please contact DHS at: 1-888-464-4218.

Otherwise:

Comments:

The final candidate is required to provide copies of official transcript(s) for any college degree(s) listed in application materials submitted. Copies of transcript(s) should be provided prior to the start of employment. In addition, the final candidate may be required to verify other credentials listed in application materials.

Failure to provide official transcript(s) or other required verification may result in the withdrawal of the job offer.

All job offers are contingent upon successful completion of a criminal background check.

The University of Missouri is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.

The University's nondiscrimination policy applies to any phase of its employment process, any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Further, this policy applies to sexual violence or sexual harassment, both forms of sex discrimination, occurring within the educational program and instances occurring outside of the educational program if the conduct negatively affects the victim's educational experience or the overall campus environment.

Any person having inquiries concerning the application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact the Title IX Coordinator.

### EEO IS THE LAW

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law English Version
- EEO is the Law Spanish Version
- EEO is the Law Chinese Version

Approval of proposed ad, search committee, and that search committee has completed the Bias Awareness workshop.

\_\_\_\_\_  
EEO Date

\_\_\_\_\_  
HR Strategic Partner Date

*Make sure you complete the signature page at the end of the form!*

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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

\_\_\_\_\_  
EEO            Date

\_\_\_\_\_  
Human Resources            Date

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

\_\_\_\_\_  
Vice Provost and Dean            Date

Distribution Routing: Department, Dean, Provost, Budget Office, EEO, Human Resources

\*Signature only required for ranked faculty positions, Librarian positions and Provost funded positions

Revised 09/10/21