

Request to Hire

Please complete for all hires

Department Name

Position Number

Advertised Title

Rank

Candidate Recommended to Hire

Salary

Other candidates Interviewed

Is this candidate a foreign national that may require assistance with a visa for employment?

Yes

No

Not sure

Non-tenure track hires: Jump to Narrative/Justification for Selected Candidate

Complete for tenure-track or tenure on appointment hires

Typical yearly breakdown of startup is: YR 1 = 60%, YR 2 = 25%, YR 3 = 15%

Startup YR 1	Startup YR 2	Startup YR 3	Startup Total	Years Credit Towards Tenure
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Tenure-track Documents Checklist:

CVs of all candidates

Startup form (not required for <\$20,000)

Job Posting/Advertisement

Add for Tenured on Appointment

Department vote on tenure

Chair's letter of support of tenure

Short Bio of candidate

Narrative/Justification for Selected Candidate

For all hires, this narrative should detail the quantity and quality of the applicant pool, sketch the interview processes, and then offer the faculty decision on the top candidates—ranked #1, #2, #3. Discuss both the strengths and weaknesses of the candidates to justify your ranking. Please indicate if you wish to offer the position to person #2 should #1 decline. Same for #3 should #2 decline.

If this is for a continuing Instructor position, this narrative will be filed in the Dean's Office. Approval to make an offer comes from the Dean.

If this is for a tenure-track position, try to anticipate any perceived weaknesses in ranked applicants' current records and address those in the narrative. This narrative will be forwarded to the Provost's office. This candidate must be approved by the Provost before any official offer can be made.

If this is for a tenure-upon-hire position, indicate when and where this candidate held tenure in a narrative that justifies why this individual ought to be tenured at USF. This narrative will be utilized by the Provost's office to present tenure-upon-hire candidates to the BOT.

Items to be included in side letter (teaching assignment, space, additional moving expenses, etc.)