

### New faculty hire worksheet

(Submit with search packet)

Name of prospective faculty member \_\_\_\_\_ Date of hire \_\_\_\_\_

Hiring school/department \_\_\_\_\_ Rank \_\_\_\_\_ Position number \_\_\_\_\_

Startup support for new faculty member					
	College	Dept.	College	Dept.	Comments
Item(s)	Year 1	Year 1	Year 2	Year 2	
Equipment					
Home moving expenses					
Lab moving expenses					
Early salary 7/1-8/15					
Office computer					
Travel					
Total					
Starting salary					

Is faculty member to receive any course teaching load reduction?  No  Yes

Is faculty member's promotion and tenure review year to be different from standard review year?  No  Yes

If yes, what is P&T review year (e.g., 2011-12)? \_\_\_\_\_ (If yes, a statement signed by faculty member must be attached.)

Describe fully terms of hire not included above (e.g., study-research leave after first year, course teaching load reduction, computer other than standard desktop, etc.).

\_\_\_\_\_

\_\_\_\_\_

Documentation of any additional terms of hire is attached

Chair/director's signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Fred Hawkrigde, Patsy Connors, Gail Bartee