UNIVERSITY OF SOUTH ALABAMA
Academic Affairs Form #1

Guidelines for recruitment can be found in the Faculty Handbook Chapter 3, Section 18
http://www.southalabama.edu/academicaffairs/facultyhandbook.pdf

☐ Request Authority to Fill Existing Faculty/Administrative Vacancy ☐ Request For New Faculty/ Administrative Position

All requests to search for faculty must include a justification memo which should include the department/program enrollment headcount, credit hour production and full-time teaching faculty trends for the past four years. Be sure to include the FOAPAL.

Department: _____ College: _____ Position #: _____

FUNDING SOURCE - Include source(s) of funding
(If new position, funding source should still be listed as well as any additional documentation/approvals.)

FUND	ORGN	PROG

VACATED BY:

Name: _____ Date: _____ Rank: _____

REQUESTED POSITION:

Rank/Admin Rank: _____ Effective Date: _____
(If applicable)

Base Salary: _____ Stipend Amount (if applicable): _____ Is the stipend raise eligible? ☐ Y ☐ N

☐ Tenure Track ☐ 9 Month ☐ One Year Only ☐ Continuing

☐ Non-Tenure Track ☐ 12 Month ☐ One Semester Only

Justification for Filling Position:

Role & Responsibility of Appointee:

Impact on Program if not Filled:

REQUESTED SEARCH COMMITTEE COMPOSITION:
Search committee members must hold a faculty appointment.

_____ Search Committee Chair:

_____ Member _____ Member _____ Member

_____ Member _____ Member _____ Member

RECOMMENDED BY:

_____ Department Chair _____ Date

_____ Dean _____ Date

APPROVED BY:

_____ Executive Vice President and Provost _____ Date

Revised 10/1/26