



**FACS Request to Fill Form for Faculty Positions**

Department Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Type of Position:  Tenure/Tenure Track  Clinical  Lecturer/Instructor  
 Research Scientist  Academic Professional  Public Service

Title of Position: \_\_\_\_\_  
 (Examples: Asst/Assoc Professor of Sports Nutrition or Part-Time Instructor)

Type of Appointment:  Fiscal  Academic

Allocation of Effort (Must add up to 100%): \_\_\_\_\_ Administration \_\_\_\_\_ Research \_\_\_\_\_ Service  
 \_\_\_\_\_ Teaching \_\_\_\_\_ Public Service

Salary Range: \_\_\_\_\_

Anticipated Start Date (Month and Year): \_\_\_\_\_

Office Location: \_\_\_\_\_

Lab Space Location(s): \_\_\_\_\_

Justification (*Emphasis of position and rationale*): (Attach additional pages if needed)

Relocation/Moving Request: \_\_\_\_\_ Summer Salary Request: \_\_\_\_\_

**Breakdown of Start-Up Funds by Fiscal Year**

Time Frame	Department	College	Other (VPR, Provost, etc.)	Graduate Assistantship	Course Release	TOTAL
TOTAL Startup Support						

**Approvals:**

\_\_\_\_\_  
 Department Head Signature and Date

\_\_\_\_\_  
 BFO Director Signature and Date

\_\_\_\_\_  
 Dean Signature and Date

Cc: BFO Human Resources  
 Department Business Manager  
 Department Assistant to Department Head