

## REQUEST TO RECRUIT (AD FACULTY)

**Date:** \_\_\_\_\_  
(MM/DD/YYYY)

**From:** Org/Dept/POC/Phone #: \_\_\_\_\_  
(Include All Information)

**To:** Provost, NPS

**Via:** (1) VP F&A  
(2) Dean/Director  
(3) HRO  
(4) WMB

**Encl:** (1) AD PD Addendum  
(2) [Position Designation Report](#) (if TS or higher clearance)

### A. POSITION INFORMATION

New Position (attach justification)	Existing and Vacant					Existing and Filled		
Organization Code: _____	Vice Employee: _____					BIN: _____		
FTE Source: 453-D	40-RDT&E-D	497-R	Provost-R (Overhire)					
Whole or Partial FTE: 1	.75	.50	.33	.30	.25	.20	.10	
Part Time or Intermittent: (If Less than 1 FTE)	Part Time	Intermittent	Expected date of hire: _____ (MM/DD/YYYY)					

#### Tenure -Track Faculty

Position Title: \_\_\_\_\_

Area of Specialty: \_\_\_\_\_

#### Non Tenure -Track Faculty

Position Title: \_\_\_\_\_

Area of Specialty: \_\_\_\_\_

Additional Information:

### B. WORKPLAN INFORMATION:

Anticipated Teaching - Annual/Steady State Load: \_\_\_\_\_

Expected Teaching Programs:

**From:** Org/Dept/POC/Phone#: \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**BIN:** \_\_\_\_\_

Have you examined teaching capability or expertise for this intended position is available at NPS outside of your department? *(Provide more than a yes/no response)*

**C. FUNDING/BUDGET INFORMATION:**

**Tenure -Track:**

Is a standard 9-month-model work plan expected?

If not, what alternative work plan is anticipated?

**Non Tenure -Track:**

Expected funding profile: Direct %: \_\_\_\_\_ Reimbursable %: \_\_\_\_\_ Indirect %: \_\_\_\_\_

Provide whatever specificity is possible, the program, source, MOA, projects, etc.,

JONs: \_\_\_\_\_

**D. JUSTIFICATION TO RECRUIT (attach separate sheet if needed):**

**E. ADDITIONAL INFORMATION:**

**From:** Org/Dept/POC/Phone#: \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**BIN:** \_\_\_\_\_

**F. CONFIRMATIONS AND RECOMMENDATIONS:**

**Chair/Department Head:** \_\_\_\_\_

I confirm the department expects sustainable future funding, teaching demand and faculty activities sufficient to maintain teaching and workload at the the level indicated for this new hire. I also confirm this hiring action is within the departments allocated FTE during the term of the expected employment unless noted in my comments below.

\_\_\_\_\_  
*Signature & Date*

**Dean/Director:** \_\_\_\_\_

I recommend approval of this hiring action and confirm it is within our school or Directorates allocated FTE and funds are available to support this position under the conditions and during the term of the expected employment unless noted in my comments below.

\_\_\_\_\_  
*Signature & Date*

**VP F&A:**

R2R and all required documents have been reviewed and verified

\_\_\_\_\_  
*Signature & Date*

**Manpower:**

BIN: \_\_\_\_\_

Comments (Optional):

Available

Not Available

\_\_\_\_\_  
*Signature & Date*

**HRO Director's Recommendation:**

Recommend

Not Recommend

\_\_\_\_\_  
*Signature & Date*

**WMB's Recommendation:**

Recommend

Not Recommend

**Approval Authority:**

Approved

Disapproved

**Provost:** \_\_\_\_\_

\_\_\_\_\_  
*Signature & Date*