

AUBURN UNIVERSITY
REQUEST TO INITIATE SEARCH TO FILL FACULTY POSITION
(INSTRUCTIONS ON BACK - REFERENCE APPENDIX 2F OF AU PERSONNEL MANUAL)

A. Request For Authority To Initiate Search:

1. Unit Identification:

College/School

Division

Department Name

Department Number

2. Position Information:

Job Title or Rank

Position No.

Budgeted Salary

Appointment: 9 mo. 12 mo.

Account Distribution: FOAP Amount FOAP Amount

Effective Date Of Vacancy

Anticipated Date Position To Be Filled

3. Supporting Narrative: (Attach separate sheet if needed.)

4. Approval Signatures :

a. _____ b. _____
Hiring Unit Responsible Authority Date Next Immediate Supervisor Date

B. Request For Authority To Extend Offer Of Appointment:

1. Candidate Information: Foreign National ____ Yes ____ No (If yes, contact Office of International Education)

Name

SSN

Anticipated DOE

Job Title or Rank

Salary Amount

Account Distribution: FOAP Amount FOAP Amount
(If different from Part A:)

Approval Signatures:

a. _____ c. _____
Hiring Unit Responsible Authority Date Provost Date

b. _____
Next Immediate Supervisor Date

INSTRUCTIONS FOR COMPLETION OF PROV100

PART A: Submit this form for Part A approval **prior** to initiating a search.

1. **Unit Identification:** School/College/Vice President
2. **Position Information:** State the budgeted salary as the amount shown in the budget at the time the vacancy occurred. For a newly established position, indicate zero dollars.
3. **Supporting Narrative:** Explain why the vacancy should be filled; attach a separate sheet if needed.
4. **Approval Signatures and Date:**
 - a. Hiring Unit Responsible Authority (Dept. Head, Dean, Director, or Vice President as applicable)
 - b. Next Immediate Supervisor Responsible for Policy Implementation (Dean, Director, Vice President, or Provost as applicable)

The signed form is then returned to the hiring department. **A Recruitment Plan - Form A is required for all faculty positions. Complete the Form A and attach a copy of the PROV100, and forward both to the Office of Affirmative Action.** Once all approvals are secured on the Recruitment Plan, the department may proceed with recruitment and advertising. **Recruitment must be initiated within six months of the approval of Part A.**

PART B: When the search has been completed, **and before any offer is extended**, resubmit the PROV100 for the required approval signatures of Part B. Only after all required approvals have been granted may an offer of appointment be extended.

1. **Appointment Information:** Provide name, social security number, anticipated date of employment (DOE), and salary amount.
2. **Approval Signatures and Date:**
 - a. Hiring Unit Responsible Authority (Dept. Head, Dean, Director, or Vice President as applicable)
 - b. Next Immediate Supervisor Responsible for Policy Implementation (Dean, Director, or Vice President as applicable)
 - c. Provost
(Attach Applicant Worksheet - Form B; Recruitment Summary - Form D; Faculty Initial Report Form; copy of graduate transcripts; and copy of Vita)

The original PROV100 is returned to the unit liaison; then, and only then, is the department authorized to extend an offer of appointment. The hiring department is responsible for submitting a Personnel Action Form **with the original PROV100 attached**, as well as all other necessary documents, through the proper channels as identified in Appendix 2H of the AU Personnel Manual.