Position Detail Form (list of questions to reference before _electronic submission_)

Submit this form to request clearance to proceed with a faculty search (tenure or non-tenure track). The Deans and IFAS Finance will give go-ahead to proceed with filling the position. Units may choose whether to proceed with the rest of the search guide steps while waiting for the Deans' and Finance's approval.

Position Information

1. Name of Unit:

2. Questions regarding this search should be directed to:

3. What is the position number for this search?

4. Is this a new or replacement position?
    - New hire
    - Replacement *(prompts questions below)*

        4a. What is the name and UFID of the person being replaced?
        4b. What was their title/rank?
        4c. What was their salary?
        4d. What was their assignment? [Teaching, Research, Extension percentages]
        4e. What was their termination date?

5. What is the estimated hire date for this position?
    Reminder that replacement positions should be hired at least one year from the termination date unless a waiver is granted (please direct questions to IFAS Finance)

6. Rank and title of position to be filled:

7. Tenure home department (if tenure accruing):

8. Is this a 9 or a 12-month position?

    8a. Justification for 12-month request:

9. What is the proposed Teaching/Research/Extension assignment?

10. Programmatic emphasis (specify T, R, and/or E needs to be met, and/or courses to be taught):

Funding and Technical Support

11. What is the anticipated base salary range for this position?

12. How is this position funded?
    - 100% state
    - 100% grant (goes to 12a)

- Multiple sources (goes to 12b)
- Other (goes to 12c)

12a. (if 100% grant) Please enter the chartfields of the grant:

12b. (if multiple sources) List sources and amounts:

12c. (if other) Define other:

13. Unit(s) contribution to the salary? (e.g., IFAS SVP 50%, Departmental endowment 50%, etc.)

14. If requesting start-up: in what amount, and how do you intend to use the funds? If requesting resources from IFAS Administration, provide sources and amount. What portion will your unit(s) contribute? Please include following text: "$x is requested from UF administration including the IFAS Senior VP, IFAS Dean for Research and UF Vice President of Research. Final startup amount will depend on faculty needs and experience."
        Answer n/a if not requesting start-up.

15. Will technical support be provided by the unit?
        - Yes (goes to 15a)
        - No

                15a. How will the technical support be funded?

16. Where will the faculty member have office space?

17. Where will the faculty member have lab space?

18. Where will the faculty member have field space?

19. List the proposed search committee chair/members (must consist of at least a search chair + two individuals) and staff who need access to the applicant pool.

20. How long would you plan to post the position?

21. Would you like this position to meet advertising requirements for permanent residency?
        - Yes
        - No