

# Faculty Hire & Salary Adjustment Request Form

*The purpose of this form is to provide organizational justification for filling a vacant faculty position, proposing a new faculty position, or requesting a salary adjustment. This form must be completed prior to creating a position requisition in the online recruitment system.*

Create new position   
  Reuse position   
  Extend offer   
  Increase salary

Date	
Department	
Faculty rank	
Track	
Appointment type	
Salary source(s)	<input type="checkbox"/> State <input type="checkbox"/> F&A <input type="checkbox"/> Outside department: <input type="checkbox"/> Grants <input type="checkbox"/> Trust <input type="checkbox"/> Other:
Appointment term	
Area of specialization	
Salary range	
Start-up funds requested from the school	
Start-up funds to be covered by the department	
Planned advertising expenditures	
Building / room assignment	
Proposed start date	

## Programmatic and School Criteria

*How does this position contribute to the mission and priorities for the school? (<https://sph.unc.edu/resource-pages/mission-statement/>)*

*What critical program needs or opportunities in teaching, research, and/or practice does this position support?*

*How does this position fit in with the department's long-term strategic plan?*

## Faculty Hire & Salary Adjustment Form (continued)

*Please describe the efforts that have been taken to evaluate the current workload of the department.*

*What opportunities and expectations are associated with this position to maintain current resources or generate new resources (e.g., grants, taught student credit hours, other entrepreneurial activities)?*

### Recruitment Plan

*Please provide a description of your recruitment plan and specific efforts to ensure a diverse pool of candidates.*

### Financial Projection

*Explain the impact to the department's 3-year financial projection by adding this position. Confirm that the projection file is updated on the server.*

### Signatures

Department Chair: \_\_\_\_\_

Business Manager: \_\_\_\_\_

Academic Affairs: \_\_\_\_\_

Finance: \_\_\_\_\_

Dean: \_\_\_\_\_