COVER SHEET
Faculty Search Proposal Submission Checklist
Please complete this checklist and submit it with your completed Search Proposal Packet. *Each search proposal needs its own cover sheet.*

Detailed instructions are available online: [http://www.bu.edu/provost/resources/fas/instructions/recruitment-search/](http://www.bu.edu/provost/resources/fas/instructions/recruitment-search/).

Please direct questions about this process to Steve Marois (smarois@bu.edu). Thank you for your cooperation.

- **Search Proposal Form**
  - All fields must be completed.

- **Rationale for Position**
  - This is a memo from the Chair or Dean, explaining why the position is needed and how it might help support the University's goals, including diversity and inclusion.
  - Please include information on the intended teaching assignment (course numbers, titles), and projected enrollment; the relation of the position to the curriculum; and other duties to be assigned to the appointee. If request is for a two-year search, the rationale should address this and include a plan for intended outreach efforts for year 1.

- **Proposed Advertising Text**
  - All advertisements must include a specific rank, the tenure status, the discipline, desired qualifications, application instructions, and required tagline. Please review the Faculty Advertising Guide for additional instructions and tagline text. Texts are encouraged to include Diversity Indicator Language and application requirements with regard to articulation of record on inclusion.

- **Search Budget Summary Spreadsheet**
  - Detailed budgetary information for each search that is proposed must be on the Search Budget Summary Spreadsheet for the entire school or college. Do not alter the fields, formulas, or template. If you have technical questions about the spreadsheet or the slots that you are proposing, please contact Steve Marois. If you have questions about how to complete the budget fields, please contact Pat O'Brien. If you have questions about the space and renovation information that is required, please contact Amy Barrett.

- **Space and Renovation Estimates**
  - The proposed space allocation and renovation estimate associated with each faculty search must be reviewed and approved by Assistant Provost Amy Barrett before the proposal is submitted to the Provost. By checking this box, you are stating that Amy has reviewed the space and renovation estimates associated with this search proposal.