

Check if Two-Year Search Request:

**BOSTON UNIVERSITY
OFFICE OF THE PROVOST**

Search Proposal Form for Faculty Positions

Applicant Flow Identification # (leave blank):

Unit Dept. Year #

School/College:	
Department:	
Proposed Rank/Title:	
Proposed Start Date:	
Initial Contract Duration:	
Renewable or Terminal:	
Application Deadline:	

Please include a detailed memo justifying the submitted faculty search in terms of departmental and unit needs, specifically noting teaching responsibilities; historical, actual, or projected course enrollments; other responsibilities of the appointee; and why these responsibilities cannot be fulfilled by existing personnel.

REPLACEMENT POSITION		NEW POSITION	
Replacement For:		In budget?	
Budgeted Salary:		Budgeted Salary:	
Account Number:		Account Number:	

Projected Salary:	
For amounts above budgeted level/not yet budgeted, specify funding source:	

PLANNED RECRUITMENT
<i>Please list all advertising and recruitment sources in the appropriate categories below. Attach your proposed advertising text.</i>
Publications:
Professional Organizations:
Affinity Groups/Minority Caucuses:
Women's Caucuses:
Other (individual contacts, attendance at professional meetings, etc.):

MEMBERSHIP OF SEARCH COMMITTEE <i>(Attendance at the Associate Provost for Diversity & Inclusion's Search Committee Chair/Member Training within the past year or in the upcoming Fall semester is required)</i>					
Name	Rank	Unit/Department	Race/Ethnicity	Sex	Training Date
Chair:					

Prepared & Submitted By:		Date:	
Dean's Approval:		Date:	
Provost's Approval:		Date:	
Affirmative Action Approval:		Date:	

Please note that all approvals are contingent upon availability of funds.

Rev. 05/2019