

# DUTCHESS COMMUNITY COLLEGE

## AUTHORIZATION TO COMMENCE RECRUITMENT FULL-TIME FACULTY POSITION

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### ACADEMIC DEPARTMENT HEAD COMPLETES:

Rank/Title: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Account #: \_\_\_\_\_

Line Item Already Exists: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, a Budget Transfer must be attached.

Funding: College \_\_\_\_\_ Grant \_\_\_\_\_ Anticipated Amount \$ \_\_\_\_\_

The Position is to be Filled:

Tenure-Track \_\_\_\_\_ Temporary \_\_\_\_\_ - Dates: \_\_\_\_\_

Justification for Filling Position \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Dean of Academic Affairs Completes:

Rank/Title: \_\_\_\_\_

Tenure-Track \_\_\_\_\_ Temporary \_\_\_\_\_ Dates: \_\_\_\_\_

Step: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

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### Please Sign and Route to the Next Office for Signature:

Academic Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

Assoc. Dean of Administration \_\_\_\_\_ Date \_\_\_\_\_  
(for Budget Approval)

Dean of Administration \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

Distribution: White – Human Resources  
Yellow – Academic Affairs  
Pink – Department Head  
Gold – Academic Affairs

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Faculty Recruitment.DOC