



**Faculty Position Request Form** revised 2.19.2025

Tenure, Tenure-Track, Lecturer and Visitors

Position Title:

Department/College:

Desired Start Date:

**Position Information**

☐ New Position      ☐ Replacement (if replacement, answer additional information)

Date the position vacated:

Employee being replaced:

Reason for vacancy:

Anticipated Salary:

Anticipated Start-Up Funds:

Is funding budgeted for this position?

☐ Yes

PCN to be used:

PCN Budget:

☐ No

How will position be funded?

**Exemption From Salary Re-Capture Being Requested?**

☐ Yes

PCN to be used:

PCN Budget:

Amount Needed from PCN Budget:

Amount Remaining in PCN Budget:

**Dean Approval:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Provost Approval:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Reason Approved if applicable:**

**Reason Denied if applicable:**

**Please provide the following information:**

1. How will this position grow enrollment and contribute to the Departmental/College/University Strategic Plan?
2. How will this position contribute to critical areas of research?
3. What degree programs will this position support?
4. Which courses will this position teach?
5. How will this position provide training and research opportunities for Graduate and PhD Candidates?

6. How will this position increase outreach and engagement efforts?
7. If position is administrative or librarian please provide justification and focus of the position:
8. Can the degree program be maintained without this position? Relevant Accreditation Standards can be cited in this section. Explain.
9. If you intend on using another position's funds, please identify that position and how the loss of funding will affect the department.

## **Please attach the following information for the Page Up listing:**

### **1. Position Description/Summary (this will be used to create the Job Advertisement):**

- Your paragraph summary will be copied and pasted into PageUP when you initiate the Requisition. This section should include the position responsibilities, essential functions and expectations.

### **2. Minimum Qualifications:**

- Your qualifications paragraph should include the items listed below, and will be copied and pasted into PageUP:
  - Include degree requirement(s)
  - Include any licenses or certifications which may be minimum qualifications, if applicable
  - Include any special instructions to the applicants
  - Include any statement regarding required documents needed (*every faculty position will require a Statement of Diversity, Equity and Inclusion to apply. This language has been provided below.*)
  - Include any department contact information you would like provide to applicants
  - Include the anticipated start date/term
  - Include the position close date/review date/open until filled

### **3. Preferred Qualifications (optional):**

- Your preferred qualifications paragraph should include the items listed below, and will be copied and pasted into PageUP:
  - Include terminal degree requirements(s), if applicable
  - Preferred years of experience, if applicable
  - other

**Please note the following will be automatically included in all Faculty Positions listed through Page Up**

**EEO Statement for colleges to use when placing external advertisements:**

The University of Toledo is an affirmative action, equal opportunity employer. The University is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment and strongly encourages applications from women, minorities, individuals with disabilities, dual-career professionals and covered veterans.

The University of Toledo does not discriminate in employment, educational programs, or activities on the basis of race, color, religion, sex, age, ancestry, national origin, sexual orientation, gender identity and expression, military or veteran status, disability, familial status, or political affiliation. The University of Toledo provides reasonable accommodation to individuals with disabilities.