

Re: Authorization Requests for Faculty Searches – Research Track

An Authorization Request is required for all external research track faculty searches, regardless of rank or tenure status. The department chair, dean and provost, if applicable, will consider all submitted requests.

The principal investigator should provide a letter, addressed to their department chair, with the following information for each search request.

- **Detailed justification for the request:** Indicate how the proposed hire would advance the strategic mission of your lab and the department. For example, how will this position contribute to our pursuit of excellence in discovery and learning? How will this hire capitalize on the existing strengths of your lab while bringing innovation and new ideas to your research? How will this faculty position promote an inclusive and strong community of researches and bring new perspectives to your lab and department?
- **Details of the position:** Appointment title and rank, indicate if one-year or multi-year appointment. Indicate if the appointment will be renewable or non-renewable. Potential start date for the position.
- **Financial implications:** Please also complete the standard Funding Form with POD finance verification.
- **Dean's Charge to the Search Committee:** Submit the guidance that you will provide to search committees. The document should include your direction to the committee chair on how the committee can attract a diverse and inclusive pool of applicants, identify and recruit the best candidates, and satisfy University rules and relevant federal and state laws. (Please contact the associate dean for faculty if you'd like more details.)