University of Florida/Institute of Food and Agricultural Sciences
Request to Fill
State Level Faculty Position

Position announcements must be reviewed and approved by the IFAS Deans. In order to gain this approval, please complete Section A of this form and return the original with the noted attachments to the IFAS Office of Human Resources. IFAS Human Resources will route to Deans for review and approval.

A.

Unit __________________________

Area of Specialization ____________________________________________________

Rank of Position __________________________

How is the position funded, state or grant?

If this position will be located at a REC, please indicate what academic department will be designated as the tenure-accruing department. Please secure concurrence of academic chair prior to submitting this request.

FTE Assignment:

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Research</th>
<th>Extension</th>
</tr>
</thead>
</table>

Please send a hard copy of this form and the following attachments to the IFAS Office of Human Resources, PO Box 110281, Gainesville, FL 32611-0281

- Electronic copy of position announcement sent to ransom@ufl.edu
- Draft Position Announcement (Template on IFAS HR Website)
- Any letter(s) of approval from VP/Deans, if appropriate
- List of Search & Screen Committee
- Rank of new position
- Location of position’s office and laboratory space
- How unit will provide for necessary support personnel, including technical support from unit’s existing resources
- Estimate of a start-up package and how much unit will be able to cover of the start-up package

If indications are that this position will be filled, the Unit should appoint a search committee to review the draft announcement prior to forwarding it to IFAS Human Resources. Any dialogue between the Unit leader and Deans will need to take place before the Deans provide their final signatures.

Unit Head Signature __________________________

Date Signed __________________________

Return original to the IFAS Office of Human Resources. (Date Received in Human Resources ____________ )

B. Approvals (Administrative Level)

Dean
College of Agricultural & Life Sciences/Date __________________________

Dean & Director
Florida Cooperative Extension Service/Date __________________________

Dean & Director
Florida Agricultural Experiment Station /Date __________________________

Comments/Special Instructions:

________________________________________________________________________________________

________________________________________________________________________________________

The Unit is authorized to fill the above position as edited by the Deans.

Senior Vice President/Date __________________________

Return original to the IFAS Office of Human Resources. (Date received in Human Resources: ____________ )

C. Funding

Position Number Assigned __________________________

Date Assigned __________________________

<table>
<thead>
<tr>
<th>State</th>
<th>Grant</th>
</tr>
</thead>
</table>

Return original to the IFAS Office of Human Resources.
(Date received in Human Resources: ____________ ) (Date sent to Unit: ____________ )

UF/IFAS Human Resources (03/2007)