

Position Detail Form (list of questions to reference before [electronic submission](#))

Submit this form when a **state-funded** faculty vacancy occurs to request refilling or redirecting the position. This form is also used if a new state-funded faculty line is requested. Following approval from the SVP, Deans and IFAS Finance, units may proceed with the rest of the search guide steps.

For a **non-state-funded** faculty position, use the [current Position Detail Form](#).

Position Information and Justification

1. Name of Unit:

2. Questions regarding this position should be directed to:

3. What is the position number for this search?

4. Are you requesting a new faculty line?

Yes – continue to #8

No – continue to #5

5. Are you requesting to refill a faculty vacancy?

Yes – continue to #7

No – continue to #6

6. Are you requesting to repurpose a faculty vacancy into staff rate?

Yes – continue to #22

No –

7. Questions for refilling a faculty vacancy:

7a. What is the name and UFID of the person being replaced?

7b. What was their title/rank?

7c. What was their salary?

7d. What was their assignment? [Teaching, Research, Extension percentages]

7e. Was this position funded through a legislative budget request?

7f. Was this position allocated for a spousal accommodation?

7g. Has the position been vacated?

7g1. (yes) What was their separation date?

7g2. (no) What is the anticipated separation date?

7h. Do you have a letter of separation on file from the incumbent?

- Yes (Please transmit the letter to IFAS HR)

- No [a letter of separation is required before moving to the next step of the process.]

8. Rank and title of position to be filled:

9. Tenure home department (if tenure accruing):

10. Is this a 9 or a 12-month position?

10a. Justification for 12-month request:

11. What is the proposed Teaching/Research/Extension assignment?
12. Describe the programmatic emphasis for the position. For research, what is the focus area? If there is a teaching component, specify the courses to be taught. If there is an extension component, specify the initiative team(s) audience(s) and describe the general expectations for extension activities. If request refilling an existing position, highlight whether the programmatic emphasis is the same (or similar to) the vacant position or if a different direction is planned.
13. Based on past performance of the incumbent and/or on projections for the future, please describe potential for programmatic success:
 - Research: description of funding sources, opportunity for publishing in Q1 journals, recruitment landscape for graduate students
 - Teaching: role of course assignments in the current curricula (e.g., core, elective, general education) and projected level of student engagement (e.g., course enrollments, high-impact experiences); opportunity for curriculum enhancements and scholarship of teaching and learning.
 - Extension: role of program in Priority Initiative area, clientele engagement (e.g. county faculty, stakeholders); number of participants, impact (Societal, environmental, economic)

Funding, Technical Support and Space

14. What is the anticipated base salary range for this position?
15. Unit(s) contribution to the salary? (e.g., IFAS SVP 50%, Departmental endowment 50%, etc.)
16. What are the anticipated start-up needs? Provide a general estimate of needs, amounts, and potential sources.
17. Will technical support be provided by the unit?
 - Yes (goes to 17a)
 - No

17a. How will the technical support be funded?
18. Is this position in-person, hybrid, or remote?
 - In-person
 - Hybrid
 - Remote
19. Where will the faculty member have office space? Please provide building and room number. Will renovations be required?
20. Where will the faculty member have lab space? Please provide building and room number. Will renovations be required?
21. Where will the faculty member have field space? Please provide specific location and details including acreage.
22. List the proposed search committee chair/members (must consist of at least a search chair + two individuals) and staff who need access to the applicant pool.

23. How long would you plan to post the position?

24. Would you like this position to meet advertising requirements for permanent residency (<https://go.ufl.edu/qqf6a8y>) ?

[end of info for new position or refill]

25. Questions for repurposing a faculty vacancy:

22a. What is the name and UFID of the person who is leaving?

22b. What was their title/rank?

22c. What was their salary?

22d. What was their assignment? [Teaching, Research, Extension percentages]

22e. Was this position funded through a legislative budget request?

22f. Was this position allocated for a spousal accommodation?

22g. Has the position been vacated?

22g1. (yes) What was their separation date?

22g2. (no) What is the anticipated separation date?

22h. Do you have a letter of separation on file from the incumbent?

- Yes (Please transmit the letter to IFAS HR)

- No (a letter of separation is required before moving the to the next step of the process.)

26. Describe the proposed use of faculty rate to meet staff needs or graduate education needs.

27. Are these needs permanent or temporary?

28. Describe the justification for repurposing the faculty rate into staff and/or graduate student stipends. How will this action meet the strategic needs of the unit and align with institutional goals?

29. Will the teaching, research and/or extension responsibilities of the vacated position be reassigned or eliminated. If reassigned, describe the proposed plan. If eliminated describe the impact on stakeholders impact on institutional goals.