

Faculty Search Authorization Request Guide

Use this document as a guide when preparing your search authorization request. Please gather all of the necessary information before you begin filling out the form. You'll be asked to complete all fields and attach supporting documents.

Search Information

Search Auth ID

This field is automatically populated and cannot be edited. Note: the initial Request ID is a randomly generated number to help keep track of requests in the system. Once the request has been created, the official authorization ID is generated.

Academic Year of Search

Select the academic year in which the search will take place. The field default is the upcoming academic year.

Anticipated Start Date of Faculty Member

The expected start date of the newly hired faculty member (typically 7/1/YYYY, 9/1/YYYY, or 2/1/YYYY). The field default is September 1 of the upcoming academic year.

Rank

Rank of the anticipated new hire; Select "Open/More Than One Rank Considered" if one specific rank is not desired. For example, for senior searches, select "Open/More Than One Rank Considered" and then in the "Open Search Rank" box, specify "Senior" or "Full/Associate Professor".

Primary Academic Unit

The primary academic unit of the search; the chair of this academic unit will be asked to approve the request once submitted.

Joint Academic Unit 1

A joint academic unit of the search; the chair of this unit will be asked to approve the request once submitted. The manager of this unit will be able to see the request in progress. If the joint academic unit is unknown, select "TBD".

Joint Academic Unit 2

A second joint academic unit of the search; the chair of this unit will be asked to approve the request once submitted. The manager of this unit will be able to see the request in progress. If the second joint academic unit is unknown, select "TBD".

Field Specialization

The specific field or subfield.

This search will fill a vacancy created by a recent or expected departure or retirement.

To the best of your knowledge, is this search primary a replacement? If so, check this box. This information will only be used to better understand the overall hiring patterns/trends of the University.

Please provide the name(s) of the faculty member(s) being replaced (if known)

If you have checked the previous box, include the name(s) of the faculty members here.

How will this appointment serve the needs of the academic unit?

Be specific and attach supporting documents if needed.

For senior appointments, please list leading candidates, if any are known, with special attention to under-represented groups.

This item is optional.

FTE Allocation & Financial Support

Select the type of support – either “Supported entirely by the one primary Academic Unit’s Teaching Budget (A0000) within the Academic Unit’s regular FTE allocation” or “Other”. If “Other” is selected, click the “Add Financial Support” button to add non-Teaching Budget accounts or combination of sources or Academic Units, including SEAS. Indicate the description and, if applicable, department, fund, program, and account. Ensure that all percentages total 100. Additional sources can be added by clicking the “Add Financial Support” button.

Startup Funding

Enter total projected startup funding (estimated dollar amount); no “\$” is needed. If there will be startup support contributions made from non-central fund sources, click the button “Add Startup Support” and indicate the contribution source, select the type, and indicate the amount (no “\$” is needed). Note that the “Balance Requested With This Form” field will automatically show the requested central contribution (the difference between total startup funding and contributions made from non-central sources).

Space Requirements

Office Assignment

To what building and room number will the faculty member be assigned? If the space contemplated to be used by the newly hired faculty is presently occupied, please indicate the disposition of the people/program to be displaced to make room for the new hire.

Office Notes

For academic units in the humanities only, indicate who is vacating the office. If that person is staying at Princeton, indicate where they are moving.

Additional Space Requirements

Describe any additional space requirements associated with this appointment (e.g. square footage requirements). Use as much detail as possible.

Additional Comments to the Dean of the Faculty

Provide any comments that might help the Office of the Dean of the Faculty in evaluating the faculty

search request, e.g. need for the field; justification of the rank.

Supporting Documents

Please upload the search plan (PDF format is preferred), along with any other supporting documents. Details on the components of a search plan are outlined in “Best Practices for Search Officers and Search Committees”.) All supporting documents will be included in the Dean of the Faculty and Provost’s review of the search request.

Once all of the information is entered and/or uploaded, the form will be sent to chair(s) (and SEAS Dean, if applicable) for further review. Only after all departmental (and SEAS) signatures are received will the request be sent to the Office of the Dean of the Faculty for DOF review.