

**Probationary Faculty/Librarian Position Request Schedule**  
**Searches to be conducted during 2017/18 for appointments effective 2018/19**

<b>Initiator</b>	<b>Recipient</b>	<b>Forms/Attachments</b>	<b>Deadline</b>
Department	Dean	<p><b>Form 200: Position Request (Probationary Faculty Unit Employee)</b></p> <p>Departments submit Position Request <u>electronically</u> to Dean's Office. Requests must <b>include</b> the Form 200 <b>AND</b> all required attachments listed on the Form 200. Incomplete Position Requests will not be considered.</p>	March 1, 2017
Dean	Sr. AVP for Faculty Affairs & Human Resources	<p>Dean's Office uploads all Position Requests to SharePoint for review.</p> <p>Dean prioritizes Position Requests on a memo indicating ranking of positions, identifying any special needs or circumstances that would affect recruitments and hires, and any other budgetary concerns.</p> <p>Dean's Office uploads memo to SharePoint for review.</p>	March 15, 2017
Sr. AVP for Faculty Affairs & Human Resources	Provost	Sr. AVP for Faculty Affairs & HR reviews all Position Requests for completeness.	March 22, 2017
Deans Council	Provost	Deans Council meets with Provost and Sr. AVP for Faculty Affairs & HR to discuss and recommend Position Requests.	April, 2017 (Meeting date TBD)
Provost	Deans	Provost announces to the Deans the decision on Position Requests.	April 19, 2017