

Partner Placement Funding Request

TO BE COMPLETED BY PARTNER HIRE DEPARTMENT OR COLLEGE

PARTNER NAME: _____

PARTNER DEPT: _____

Proposed Title: _____

Proposed Salary: _____

Proposed Hire Date: _____

Commitment from Hiring Department of Partner:

FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>

Department Signature: _____

Print Name: _____

Commitment (if any) from Hiring College of Partner:

COLLEGE NAME: _____

FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>

College Signature: _____

Print Name: _____

PRIMARY HIRE NAME: _____

PRIMARY HIRE DEPT: _____

Primary Hire Title: _____

Primary Hire Start Date: _____

Commitment (if any) from Primary Hire Department:

FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>

Department Signature: _____

Print Name: _____

Commitment (if any) from Primary Hire College:

COLLEGE NAME: _____

FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>

College Signature: _____

Print Name: _____

FUNDS REQUESTED FROM DEAN OF FACULTIES & ASSOCIATE PROVOST OFFICE

FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>
FY	<input type="text"/>	\$Amount/year	<input type="text"/>

FUNDS TRANSFER: This money will be transferred from a 134XXX account and must be transferred into a 13XXX or 12XXX account. If you do not have one, please set one up.

Account to Transfer Funds Into (if approved)

Justification and explanatory notes: (i.e. Why bridge funds are needed? Were you already searching to fill this position, etc.)

FUNDING APPROVED

Dean of Faculties & Assoc Provost Signature: _____

Print Name: _____

NORMAL FUNDING PATTERNS AND AGREEMENTS: Funds can only be provided if the hiring unit has demonstrated intent to keep this person as a permanent hire, assuming appropriate performance. This is demonstrated by explaining how the department will cover the funding in the future, and they will explain the circumstances that make them unable to cover it this year. Routinely, no more than 1/3 of the Partner Hire funding can be provided by the Dean of Faculties Office, but all requests will be considered. No request will be bridged for more than three years. Normally the requests should be for one year, and occasionally two years.