

# Partner Placement Agreement Form - To be completed in the order listed below

## TO BE COMPLETED BY PRIMARY HIRE DEPARTMENT OR COLLEGE

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"/>

Departmental 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:

## 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"/>

Print Name:

Departmental Signature: \_\_\_\_\_

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:

## FUNDS REQUESTED FROM DEAN OF FACULTIES AND 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 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.