

THE
UNIVERSITY
OF RHODE ISLAND

Hiring Request Form - Faculty

Position Information

Position Title: _____ State Pos. No.: _____

Department: _____ PeopleSoft Pos. No.: _____

Position Type/Level: ☐ Tenure-Track ☐ Non-Tenure Track

☐ Assistant ☐ Associate ☐ Full ☐ Clinical ☐ Research ☐ Teaching

☐ Faculty of Practice ☐ Visiting Professor ☐ Temporary Lecturer

Request Details

Reason for Request: ☐ New Position ☐ Replacement ☐ Repurpose
☐ Temporary Need ☐ Other: _____

Replacing: _____ (Employee name)

Reason for Replacement: ☐ Tenure Denial ☐ Retirement ☐ Death
☐ Resignation after Tenure ☐ Resignation before Tenure

Position Description: *Please attach the proposed posting language to this form.*

Budget Considerations

CFS: _____

Budget Impact: ☐ FY26 budgeted* ☐ FY26 repurposed ☐ FY26 not budgeted

If FY26 repurposed/not budgeted, explanation (funding shifts, etc.): _____

*Please note: if this is to replace a retired professor, the provost's office requires that the line was part of your FY budget hearing.

Strategic Alignment Assessment

1. **Core Mission Support (Broaden Our Impact):** Does this position directly support the university's core mission, including academic operations, teaching, research, or student services?
☐ Yes ☐ No

Please explain: _____

2. **Enhance Student Achievement:** Does this role contribute to an engaged and inclusive learning environment? ☐ Yes ☐ No

Please explain: _____

3. **Foster an Inclusive Culture:** Does this position foster an inclusive, people-centered culture? ☐ Yes ☐ No

Please explain: _____

4. **Power the University of the Future:** Does this position support leading-edge administrative and financial systems and projects to power the University of the future? ☐ Yes ☐ No

Please explain: _____

Operational Impact

Consequences of Not Filling the Position: What will be the impact on departmental and university operations if this position remains unfilled?

Is this position: ☐ in-person ☐ hybrid (partially remote) ☐ remote

If in-person/hybrid, where will the position be physically located?

Building / Room: _____

If there is a research component to the position, please describe any additional space needs that will be requested (ie. wet lab, dry lab, etc).

Has space been allocated via Space Committee to the college/unit for this purpose?

☐ Yes ☐ No

Recruitment Plan

Proposed Recruitment Timeline: _____

Approvals

Dean of College: _____

CBO: _____

Provost's Office: _____

HR Business Partner: _____

Additional Comments (Optional):
