

You will need the following to complete the VITAE Hiring Funds Worksheet:

Documents to upload:

- Electronic signatures for requesting dean
- Candidate's resume/CV
- Chair's letter of support or other relevant documents.
- [Completed MOU](#)

Information to gather:

- Position Information
 - Requesting school/department
 - Department ID
 - Proposed rank
 - Specialty/discipline
 - Proposed salary
 - Proposed start date
 - Was the position previously authorized by the Office of the Provost as part of the school's strategic plan or annual allocation?
- Recruitment Information
 - How the candidate was identified
 - Vacancy ID#
 - If requesting a search waiver, the identified reason
- Candidate Information
 - Candidate's full name
 - Current Institution Position
 - Current Institution Rank
- Longer answers
 - Provide a summary of the candidate's qualifications and provide examples that demonstrate how they fulfill at least two of the three guidelines. (Found on the web page)