

SUNY Cortland
Request for Full-Time Lecturer (FTL) Position

Purpose: This form is the first step in obtaining approval to fill a position as a Full-time Lecturer consistent with the MOU covering the establishment and filling of FTL positions. Once this form, accompanied by the materials described herein, is approved, the hiring department must then initiate a job posting in the College's hiring system and establish a FTL search committee. The position may then be advertised internally only, or internally and externally concurrently, consistent with the approval by HR below. The department shall then conduct its search.

Department: _____ Chair Signature/Date: _____

Request type: New Position Replacement (Replacing: _____)

Do you expect this position to be filled internally? Yes No, If no, please explain why not in the statement of justification for the FTL

Please attach the following to this request:

- Statement of justification for the FTL as opposed to a tenure track line
- A description of the duties, responsibilities, and qualifications for the position (HR can provide assistance)

Sequence of reviews to be followed (there is no appeal):

Dean (required) <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Signature _____ Date	Reason(s) for denial (required if denied - please attach additional statement if necessary): <input type="checkbox"/> Funding not available for this position at this time <input type="checkbox"/> More appropriately filled as tenure-track position <input type="checkbox"/> The 20% cap has been reached by the School; not endorsing exceeding cap <input type="checkbox"/> Other _____
<i>Provide copy of this form to the dept. chair as proof of review at this level, forward original to the next level below if approved.</i>	
Provost (if approved by dean) <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Signature _____ Date	Reason(s) for denial (required if denied – please attach additional statement if necessary): <input type="checkbox"/> Funding not available for this position at this time <input type="checkbox"/> More appropriately filled as tenure-track position <input type="checkbox"/> The 20% cap has been reached by the School; not endorsing exceeding cap <input type="checkbox"/> Other _____
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AVP of HR (required) <input type="checkbox"/> Meets criteria <input type="checkbox"/> Does not meet criteria _____ Signature _____ Date	Cap Limit (at time of anticipated start date) <input type="checkbox"/> Under 20% cap <input type="checkbox"/> Exceeds 20% cap – will require approval of UUP Search Type Required <input type="checkbox"/> Internal only, internal hire expected <input type="checkbox"/> Concurrent internal and external – no internals expected
<i>Provide copy of this form to the previous levels as proof of review at this level and forward original to the next level below.</i>	
UUP Endorsement requested for FTL's below 20% cap. Approval is required for an FTL exceeding 20% cap	
<input type="checkbox"/> Endorsed/Approved <input type="checkbox"/> Not Endorsed/Approval Denied _____ Signature _____ Date	Reason(s) (required if not endorsed/approval denied): <input type="checkbox"/> Structural need not established <input type="checkbox"/> More appropriately filled as tenure-track position <input type="checkbox"/> Department chair has not certified that there is no qualified part-time employee who can adequately perform the job and who is willing to accept a FTL.
<i>Maintain copy for UUP records. return original to the AVP of HR to provide copies to previous levels and for action.</i>	