



Instructions: For faculty, administration or staff requests: Hiring department to complete form and route for approval to signatures listed below. In all circumstances, the individual must meet minimum qualifications for the position. Send completed form to Central Human Resources (CHR).

I. Complete All Sections:

Hiring Department Representative: Last: _____ First: _____	College, department-school, office or division: 	Campus:
Hiring Authority: Last: _____ First: _____	VP Area (i.e. Academic Affairs, USF Health): 	
Applicant: Last: _____ First: _____	Job Title 	Job Code (4 digits):
Expected Hire Date: 	Job Opening ID (5 digits): 	Position Number (8 digits):
Applicant demographics: 	Is candidate currently or formerly a USF employee? Yes ____ No ____ If "Yes" attach additional sheets.	

II. Select one. All requests must include a copy of the [Administration and Staff job description](#) or [Faculty job description](#) and the applicant's resume. Incomplete forms will be returned.

☐ **Athletic Department (Athletic Director/Head Coach/Assistant Coach positions only)**

Restricted to applicants for these positions only.

☐ **Contract/Grant Requirement**

Pertains to the appointment of a non-tenure track individual or individuals specifically named in a grant award as Principal Investigator (PI) or supporting role(s) and paid any portion from the grant. (Attach portion of the grant naming the PI and/or supporting roles to this form).

☐ **Dual Career Spouse/Partner:**

Pertains to identifying employment opportunities outside of the competitive recruitment process and matches well-qualified prospective employee with identified University needs. A dual career appointment must be included in the written offer of the applicant who underwent the normal recruitment procedure or included in the letter of retention agreement for any current employee the University wishes to retain. All individuals hired under the dual career provision must be fully qualified for the identified position.

☐ **Acting/Interim:** Pertains to individuals who are hired to fill a position on a temporary basis not to exceed two (2) years. Acting roles are used only if the regular incumbent will return to their position within two (2) years. Interim roles are used only to fill voids while a full recruitment and search is underway.

☐ **Critical Team Member:** Pertains to individuals hired to accompany other faculty. Documentation must be presented naming these individuals as part of the faculty offer letter.

☐ **Emergency Faculty/Administrative/Staff Hires:** Pertains to faculty, administration, and staff hired in emergencies not to exceed one (1) year for purposes such as: unanticipated teaching demand or sudden departure of faculty, administrators or staff. Requires evidence of urgency such as: enrollment data, letter of resignation, emergency leave etc. Most commonly used for visiting instructors. **Emergency Faculty/Administrative/Staff Hires cannot be requested more than 60 days prior to the proposed start date. Note that Emergency Faculty/Administrative/Staff Hires cannot be extended beyond the first year. Therefore, within a year of an Emergency Faculty/Administrative/ Staff Hire, a search must be completed.**

☐ **Prominent Scholar:** Pertains to faculty hired due to their prominent status in their respective fields not to exceed one year. Faculty hired in this category are typically funded by the foundation or other approved budget for this purpose only.

☐ **World Class Scholar:** Pertains to a scholar or faculty hired due to the individual's prominent status in their respective fields and whose impact, research, or contributions are anticipated to elevate the University's prominence or status, consistent with Florida Statute 1004.6497.

☐ **Target of Opportunity Hire:** Pertains to faculty, administrators or staff who possess special, unique, or scarce skills, knowledge and/or abilities, or who otherwise promote USF's institutional core commitment to diversity, equity, and inclusion. **Utilization of this category will be strongly limited and closely scrutinized by the Provost, CHR, AVP, and DEI.**

☐ **J-1 Exchange Visitor Program (Visiting Scholar):** Pertains to qualified international faculty, professors, research scholars, specialists and other professionals who come to the United States to participate in educational and cultural programs, not employment. The individual must be sponsored by USF, be able to obtain a J-1 visa, and demonstrate adequate financial support for all living expenses.

☐ **UMSA-USF Reassignment:** Pertains to an eligible UMSA employee reassignment to USF with the same job duties and same pay.



III. Justification

Provide specific and persuasive justification for hiring candidate as a targeted recruitment. Include an explanation of why this hire is in the best interest of the University to do so (attach additional sheets if necessary):

IV. SIGNATURES NON-FACULTY POSITIONS (complete all sections)

For non-faculty positions, the hiring department representative (HDR) completes the Targeted Recruitment form and obtains signature approval (via DocuSign) from the designated Hiring Authority, CHR, and then University President's Designee (Chief of Staff) for final approval. Completed forms must be uploaded to Careers@USF.

SVP/VP/Hiring Authority (PRINT)_____
SVP/VP/Hiring Authority (SIGN)

Date _____

VP, Central Human Resources or branch campus (PRINT)_____
VP, Central Human Resources or branch campus designee (SIGN)

Date _____

DEI, Vice President for Institutional Equity (PRINT NAME)_____
DEI, Vice President for Institutional Equity (SIGN)

Date _____

Reason for Denial:

_____**V. SIGNATURES FACULTY POSITIONS (complete all sections)**

For faculty positions, the HDR completes the form and obtains signature approval (via DocuSign) from the Dean/designated Hiring Authority, Regional Vice Chancellor (if a branch campus hire), and either the Vice Provost, Academic Labor Relations & Academic Space Planning (Academic Affairs) or the Senior Associate Vice President of USF Health, and then University President's Designee (Chief of Staff) for final approval. Completed forms must be uploaded to Careers@USF.

Dean/Hiring Authority (PRINT NAME)_____
Dean/Hiring Authority (SIGN)

Date _____

If a branch campus hire: Regional Vice Chancellor (PRINT NAME)_____
Regional Vice Chancellor (SIGN)

Date _____

Faculty AA or Health
(PRINT NAME)_____
Faculty AA/Health

(SIGN)

Date _____

DEI, Vice President for Institutional Equity (PRINT NAME)_____
DEI, Vice President for Institutional Equity (SIGN)

Date _____

Reason for Denial:
