Request for Authorization to Fill (ATF) a Tenure-Track, Non-Tenure Track or Temporary Faculty Position

Department  ______________________________________________________________
College/Division ____________________ Org Code ___________________________
Position Number _____________ Position Title ________________________________
Funds Budgeted _____________ Account(s) ___________________________________
E&G Grants/Contracts Stores Auxiliaries Other ____________
Last Incumbent __________________________ Date Separated ____________________
Is the position considered Essential Personnel?  Yes  No

1. **How does filling this position support the department, college and/or university strategy?**
   Please provide data and/or other evidence demonstrating this alignment and the importance of filling this position.

   (complete response)

2. **How has this vacancy or need been covered so far?**
   What are the consequences of deferring hiring for this position for a year?

   (complete response)

Please attach the approved position announcement for this vacancy when the ATF is routed for consideration.

**Academic Areas**

Unit Administrator __________________________ Date: ______________
Dean _________________________________ Date: ______________
Provost _________________________________ Date: ______________

Notes: An approved Authorization to Fill is active for a period of 60-days. An active Authorization to Fill is required when requesting to open a position. All recruitment materials must contain phrase, “contingent upon available funding.”

Please contact your college administrative office or OSU Academic Affairs (provost@okstate.edu or 405-744-5627) with questions concerning faculty appointments.

Faculty ATF: Approved by Provost Mendez, 9/26/23