

**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 60 days. An active Authorization to Fill is required when requesting to open a position. All recruitment materials must contain the 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.