

Faculty/Librarian Search Request Form Guide

Workflow setup if initiated by department chair.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:
Department Chair

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Your Role:
Department Dean

Your Name:

Your Email:

[Begin Signing](#)

POWERED BY DocuSign

Workflow setup if initiated by department administrative assistant.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:
Administrative Assistant

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Your Role:
Department Chair

Your Name:

Your Email:

Your Role:
Department Dean

Your Name:

Your Email:

[Begin Signing](#)

POWERED BY DocuSign

1. Initiator enter requested name and email address

2. Click  to access Faculty Search Request form.

3. Click "GOT IT" button.

Please Review & Act on These Documents



Please complete all available fields, sign and click 'Finish.'

[View More](#)

Please review the documents below.

CONTINUE

FINISH LATER

OTHER ACTIONS

DocuSign Envelope ID: ADD053EB-BD9D-443F-A18E-DAE18CE129D7

Division of Academic Affairs
Academic Resources and Planning
Administration Building, 3rd Floor

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TOWSON UNIVERSITY

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

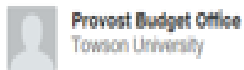
GOT IT

FACULTY/LIBRARIAN SEARCH REQUEST

4. Check box.

5. Click "CONTINUE" button.

Please Review & Act on These Documents



Please complete all available fields, sign and click 'Finish.'

[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

☒ I agree to use electronic records and signatures.

CONTINUE

6. Complete sections I, II, III, and Position Number if known.



7. Click icon to attach Search Ad and Academic Affairs Faculty Hiring Outreach Plan Template .

8. Sign form and Click “FINISH” button.

ts below.

FINISH

FINISH LATER

OTHER ACTIONS

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Division of Academic Affairs
Academic Resources and Planning
Administration Building, 3rd Floor

TU
TOWSON
UNIVERSITY

FACULTY/LIBRARIAN SEARCH REQUEST

I. Department Request
New Position ☐ Replacement ☐ Rank Requested:

-- select --

OR

-- select --

Start Date: // Department Code:
Name of previous faculty member in position (if applicable):

II. Employer Data
College:

-- select --

 Department:
Search Chair: Contact Number:

III. Publications
Publications used to advertise position:

IV. Salary and Position Number
Maximum Salary Approved by College Dean:
(Please note that the figure listed is the MAXIMUM salary amount available for this position. We suggest initial salary offers be below this number to ensure flexibility in future negotiations).
Position Number:

Sign

04/09/19

Department Chairperson/Date

College Dean/Date

V. Search Number:

VI. Approvals

→

Budget Director – Provost Budget Office

Date

→

Associate Provost, Academic Resources and Planning

Date

→

Vice Provost

Date

→



Vice President of Inclusion and Institutional Equity

Date

Comments:

3

Approvers will receive an email from **Provost's Budget Office via DocuSign**. The subject will include the title of the form and the form initiator's name. Please see screenshot of email below.


 Reply  Reply All  Forward



DocuSign Demo System <dse_demo@docusign.net>

Wilson, Heather

Department Chair Faculty Search Request - Heather

 If there are problems with how this message is displayed, click here to view it in a web browser.



Provost's Budget Office sent you a document to review and sign.

REVIEW DOCUMENTS

Provost's Budget Office

pbo@towson.edu

Please complete all available fields, sign and click 'Finish.'

Thank you,
Provost Budget Office
Towson University

9. Click "REVIEW DOCUMENTS" to access the search request form.

10. Next approver enter required fields, click "sign" icon and "FINISH" button. Comment field is optional.

(Dean enters maximum approved salary, Department or PBO enters Position Number, PBO enters Search Number)

11. Form initiator and approvers will receive an email with a link to the completed document.



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

Click **"OTHER ACTIONS"** to

- **Save and finish the form later.** You will receive an email with a link to access the form when you are ready to complete the form.
- **Decline to sign.** The document will be voided and inaccessible to other signers.
- **View form history (detailed form activity).**

The screenshot shows the DocuSign interface for a 'TOWSON UNIVERSITY' document titled 'RIAN SEARCH REQUEST'. At the top, there are three buttons: 'FINISH' (yellow), 'FINISH LATER', and 'OTHER ACTIONS' (highlighted with a red circle). Below these buttons is a toolbar with icons for download, print, and help. The main content area displays the university logo and the document title. Below the title, there are two dropdown menus for 'Rank Requested' and 'OR', both showing '-- select --'. Below these are fields for 'ent Code:' and '(if applicable):'. On the right side, the 'OTHER ACTIONS' dropdown menu is open, showing options: 'Finish Later', 'Decline to Sign', 'Help & Support', 'About DocuSign', 'View History' (highlighted in yellow), 'View Certificate (PDF)', 'View Electronic Record and Signature Disclosure', and 'Session Information'.