The following chart illustrates the process of requesting and filling a faculty position. Further detail regarding each block is provided on the following pages.

**Special Circumstances**
Positions may be released at the discretion of the VP in response to unique situations. Such situations may include earmarked positions from the Legislature or vacancies resulting from counseling out the previous incumbent.

**Programmatic Vacancies**
Once a year, the VP/Deans solicit requests from unit leaders regarding needed programmatic faculty positions.

**VP Approval**
Given the "case by case" nature of these vacancies, approval should be sought (in writing) from the VP prior to submitting a formal request.

**Formal Request from Unit**
The Unit submits these necessary documents:

1. [Form](#)
2. Draft Position Announcement ([Template Provided](#))
3. Florida FIRST Justification
4. Any approval correspondence from the VP.
The unit will be notified when the VP/Deans approve the programmatic FTE of the position and the duties noted in the position announcement. A copy of the approved 2634 will be sent to the unit as well. Following interviews, the VP/Deans must approve before an offer is tendered to the selected candidate.