**Office of the EVD/CSO Terms of Preliminary Proposal Sheet for Faculty Recruitment**

The following information will be reviewed by the Office of the Executive Vice Dean and Chief Scientific Officer, and signed approval must be obtained before proceeding with any written offer.

**Department: ­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate** (name, current position, current institution)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Faculty Position** (rank and track)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Desired Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ **Expected Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

**Space Requirements:**

**Proposed Location/Building:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_

**Proposed Square Footage:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Special Requirements** (i.e. specialized equipment, BSL-3, microscopy needs, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_

**Animal Requirements:**

**Type of Animal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_

**Type of Research:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Housing Needs** (i.e. number of cages, ABSL-3, etc.)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT Requirements** (Data Storage, Computing, Specialized Applications, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outside Activities (relative to proposed position at Penn)** *Does the recruit have any financial arrangements or interests that might reasonably be judged to constitute a potential conflict of interest with his/her proposed Penn position, or which we should be aware of before finalizing recruitment?*

**Board Positions** (company and role)**:**

**Companies Owned** (company name and role)**:**

**Other:**

**Associated Faculty Recruitment(s)** (rank and track)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Associated Lab Staff/Personnel:** \_\_\_\_ Post Doc \_\_\_\_ Tech \_\_\_\_ Student \_\_\_\_ Admin \_\_\_\_ Other

**Total Start-Up Offer and Sources of Funding:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Additional Comments:**

**EVD/CSO Approval to Proceed**

Approve \_\_\_\_\_ Not Approved \_\_\_\_\_

[submit a copy of the email confirmation from the Office of the EVD/CSO]