COM Faculty Position Request Form

Jeff Clark - 2026-01-05 - Faculty

Welcome to the Faculty Position Request Form, your centralized tool for submitting and managing faculty appointment requests. This form replaces multiple previous forms and automates routing to the appropriate departments and individuals based on your submission details. The final review and approval will be completed manually as outlined below.

Access the Form

Submit a Faculty Appointment Request

What You Can Do With This Form

Use this form to submit requests for:

- New or Vacated Faculty Positions
- Research-Level Appointments (including Research Associates)
- Renewals or Modifications of existing faculty appointments

How Routing and Approval Works

The Faculty Position Request form routes automatically through the appropriate departmental and administrative approvals. The routing path is determined by your selections in the form.

Routing Steps:

1. User Submission
2. Optional Supervisor Review (if provided)
3. College of Medicine (COM) Finance Review
4. Department Chair Review/Approval
5. Optional Joint Hire Routing
    - Joint Hire Finance Representative
    - Participating Unit Dean
6. Optional Research Position Routing
    - Dean of Research Review

Final Review and Approval

After the form has received final approval, you'll receive a confirmation email with the approval documentation. Please **forward that documentation to the Associate Dean for Finance & Administration** review.

Frequently Asked Questions (FAQ)

Q: Do I still need to email the form to anyone?

A: The form automatically routes to the appropriate individuals based on your input. However, **after you receive the final approval email**, you must **manually forward the approval documentation to the Associate Dean for Finance & Administration for review.**

Q: Can I use this form for research appointments?

A: Yes. Select the appropriate research position type in the form, and it will route to the Dean of Research if required.

Q: What if my request involves a joint hire?

A: The form includes options to indicate joint hires. If selected, it will route to the joint hire finance representative and participating unit dean.

Q: How do I know my request was received?

A: You'll receive a confirmation once your form is submitted and routed.

Q: Can I see where my submission is in the workflow process?

A: Yes, you can access any workflow submission that you were included in. To access your workflow submissions, see steps below:

1. Login to Frevvo Forms
2. On the navigation menu, click 'Shared Items'
3. Find the 'COM Faculty Position Request Form' entry
4. Click the three dots to the right of the form name and choose 'View Submissions'

Q: Who do I contact for help?

A: Reach out to comdeansoffice@health.fau.edu for assistance.