Request to Hire a Full-Time Faculty Member without a Ph.D.

This form must be used when the unit is considering hiring a full-time tenure-track or specialized faculty member who has not earned the degree considered terminal in their field.

Name of Intended Hire: _____

Empl ID (if already employed at FSU): _____

College/School/Department: _____

Type of Instructor (e.g. tenure-track or specialized faculty)	FSU Course(s) Assigned to Teach (course prefix, course #, and title)	Academic Degrees or Relevant Coursework	Other Qualifications and Rationale

Certified by: _____   _____

                    Department Chair/Director   **Date**

Approved By:

_____   _____

Dean   **Date**

_____   _____

VP for Faculty Development and Advancement   **Date**

All requests must be submitted to the Office of Faculty Development and Advancement for approval at fda-approvals@fsu.edu through DocuSign.