

**Request for Authorization to Fill (ATF) a  
Tenure-Track, Non-Tenure Track or Temporary Faculty Position**

Department \_\_\_\_\_  
College/Division \_\_\_\_\_ Org Code \_\_\_\_\_  
Position Number \_\_\_\_\_ Position Title \_\_\_\_\_  
Funds Budgeted \_\_\_\_\_ Account(s) \_\_\_\_\_  
 E&G     Grants/Contracts     Stores     Auxiliaries     Other \_\_\_\_\_  
Last Incumbent \_\_\_\_\_ Date Separated \_\_\_\_\_  
Is the position considered Essential Personnel?    Yes     No

**1. How does filling this position support the department, college and/or university strategy?**  
Please provide data and/or other evidence demonstrating this alignment and the importance of filling this position.

(complete response)

**2. How has this vacancy or need been covered so far?** What are the consequences of deferring hiring for this position for a year?

(complete response)

**Please attach the approved position announcement for this vacancy when the ATF is routed for consideration.**

**Academic Areas**

Unit Administrator \_\_\_\_\_ Date: \_\_\_\_\_  
Dean \_\_\_\_\_ Date: \_\_\_\_\_  
Provost \_\_\_\_\_ Date: \_\_\_\_\_

Notes: An approved Authorization to Fill is active for a period of 60-days. An active Authorization to Fill is required when requesting to open a position. All recruitment materials must contain phrase, "contingent upon available funding."

Please contact your college administrative office or OSU Academic Affairs ([provost@okstate.edu](mailto:provost@okstate.edu) or 405-744-5627) with questions concerning faculty appointments.