



Date: \_\_\_\_\_

**NEW FACULTY HIRE SPACE NEEDS ASSESSMENT FORM**

*To be completed when permission to search is granted; updated information to be forwarded as unit moves to point of hire. Space resources are limited. Please be realistic in your request.*

Department:	
Chair:	
Address:	
Phone:	
Fax:	
Email:	

Is there space available within departmental holdings for this hire?

**Yes** – Please identify rooms

Faculty Office	Research Lab	Research Support	GA/Post Doc Offices	Other

**No** – Please identify needs

Faculty Office	Research Lab	Research Support	GA/Post Doc Offices	Other

Name of position approved to search	
Name/Title of Hire:	
Projected Job Start Date	

Chair/Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

CC: Dean/Vice President

*Please forward completed form to Annie Newman, Office of Capital Projects & Facilities Planning, Sherman Building*