CDD Faculty Request

Due Date: CDD requests should be submitted by Department Chairs by March 1st for the following budget year. In special cases (e.g., increased enrollments, faculty illness) a request can be submitted at a later date.

Note: CDD positions must either be a

* European citizen
* Local hire with working papers for France (suitable for hire at AUP). We must have a scan of working papers, which must be vetted by HR before interviews take place with Academic Affairs.

Department Information

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| **DEPARTMENT** |  |
| **SUBMITTED BY** |  |
| **SIGNATURE** |  |
| **DATE SUBMITTED** |  |

**Position and Rationale**

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| **which courses need to be covered** *AND IN WHICH SEMESTERS?* |
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| **explain the rationale for this request**For example, is it a replaCement for a faculty member or is it related to unexpected enrollments or special needs in the department or university? |
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| **What Rank***e.g., Junior lecturer, lecturer, or open* |
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| **Have you identifiied a potential candidate?***If so, have they taught at AUP in the past?* |
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**Academic Affairs Review**

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| **Provost approval** |
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| Date: |

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| **any notes** |
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Completed requests should be sent to Zarifa Mirzayeva [zmirzayeva@aup.edu](mailto:zmirzayeva@aup.edu)