



FACULTY CANDIDATE *CURRICULUM VITAE* COVER SHEET
(AKA *Provost Cover Sheet*)

Finalists for potential **tenure-on-entry** faculty positions will meet with a member of the Provost’s Office during their campus visits. Please contact the Provost’s Office (k.flannery@northeastern.edu) early in the planning process to set up this appointment. We need at least two weeks’ notice prior to the visit date. On rare occasion, finalists for **untenured** positions may meet with Senior Vice Provost Deb Franko if the candidate’s hire presents unusual challenges or opportunities for Northeastern and if the college believes such a meeting would be helpful. Please contact Deb Franko directly in this case.

This cover sheet should accompany the *curriculum vitae* of all candidates for faculty positions meeting with members of the Provost’s Office. Please provide the *CV and Cover Sheet* at least two weeks ahead of the candidate's appointment in the Provost’s office. **In addition, please provide the itinerary, including escorts to and from meetings, for the campus visit day(s) at least two days prior to the meeting in the Office of the Provost.**

Faculty Candidate’s Name:

Current faculty rank/institution of candidate:

Expected faculty rank/department(s)/college(s) at Northeastern:

For junior candidates only: Rationale for meeting with the Provost’s Office:

Position description:

Please insert here the position description as posted on Northeastern’s HR site.

Position status and funding:

Replacement or new position?	Budget on replacement line	Projected starting salary	Projected start-up funds: Provost	Projected start-up funds: Dept/College	Projected starting date