

Recommendation for Appointment - Faculty

To:	
From:	
Date:	
Subject:	Recommendation to Hire

The department search committee's recommendation, with which I concur in my attached narrative, is to offer the following position to the stated applicant.

Name:			
Position:			
Replacing:			
Tenure Track:	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Non-Tenure Track	<input type="checkbox"/> N/A
If Tenure Track:	Years of service brought toward tenure -		
PIN:			
Length of Contract:			
Starting Date:			
Salary:			
Start-up costs and description:			
Contingencies, if any:			

Applicant has verbally agreed to conditions outlined above:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Required documents attached:	<input type="checkbox"/> Official transcript	<input type="checkbox"/> Current Vita	<input type="checkbox"/> Application

Required signatures: (typed signatures accepted if received from e-mail box of appropriate Department Head, Dean, and the Provost)

Department Head Approval	Date
Dean Approval	Date
Vice President for Academic Affairs	Date
Department of Human Resources	Date