

RECOMMENDATION FOR FACULTY APPOINTMENT
(For use with all faculty appointments)

The (academic unit)
recommends the appointment of
to the position of Beginning Ending
at a salary of \$ per **academic** or **calendar** year (check one)
with % FTE allocation.

Position number:

Appointment Type: 9 month 12 month

Candidate's mailing address:

Telephone Number:

Degree required for position:

Date degree received: or expected*:

*** If the candidate does not complete the terminal degree by the date of appointment, the appointment will be at the rank of Instructor at a reduction in salary.**

This candidate has years of full-time college and/or university teaching experience as follows:

1.
2.
3.

SOURCE OF **BASE** SALARY FUNDS (Include information regarding salary sources for joint appointment, endowed chairs, ect.)

Source	Annual \$ Amount
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

TENURE-TRACK APPOINTMENTS ONLY:

Based on the above record of experience, it is further recommended that * (N) years be specified as a probationary period for tenure with the understanding that consideration of the tenure decision will be not later than the (N-1) year.

*Example: 7 (N= number of years on tenure-track) years be specified as a probationary period for tenure with the understanding that the review for tenure will begin in the fall of the 6th (N-1) year.

START-UP COMMITMENTS:

In order to secure start-up funding from the Office of the Vice Chancellor for Research, department heads should work through their deans, usually the associate dean for research (if applicable) about the level of support needed. The request must include the total amount requested and the level of support to be contributed by the college and department. Start-up requests involving support from central administration must be approved before the search begins. **If you would like to have the start-up commitment included in the official appointment letter from the Provost, please state explicitly how you would like the commitment worded:**

MOVING EXPENSES:

The department and/or college pays for all moving expenses negotiated with the new faculty member. Please see the Fiscal Policy, [FI0450-Moving Allowance](#). A separate moving allowance memo will have to be written by the department and accepted by the new faculty member.

OTHER:

Attach memo of explanation of any unusual circumstances or agreements pertaining to this appointment.

REQUIRED SIGNATURES:

Approved:
Department Head

Date:

Approved:
Budget Director

Date:

Approved:
Dean or Director

Date:

Approved:
Provost or Vice Provost

Date: