

Full Name	Salary
College	Department
Recommended Rank	Period of Appointment
Position	Index No. (please list if more than one)
Citizenship:	
Education	
Professional Experience	
Conditions of Employment	CREDITABLE SERVICE RECOMMENDED
____ Tenure ____ Tenure-Track ____ years of service towards tenure	Tenured Service at Accredited Institutions ____ years Non-tenured Service at Accredited Institutions ____ years

RECOMMENDED BY (Signature)	POSITION	DATE
	Department Chair	
	Dean	
	Provost & VPAA	

EMPLOYMENT GUIDELINES

This form is to be completed by the hiring department and submitted as part of the hiring packet. ([The Checklist](#) for Hiring of Full-Time Faculty will identify necessary documentation to complete the hiring packet.)

Conditions of employment are such things as: (a) tenure track with ____ years towards tenure; (b) conditions if required Ph.D. not completed; (c) temporary full-time appointment not leading toward tenure; (d) proper work authorization from INS for international hire; (e) submission of official (all degrees) transcripts to Provost & VPAA.