

## FACULTY HIRING REQUEST

### Complete items 1-10 for ALL faculty appointments

DEAN'S USE ONLY

Auth R/S: \_\_\_\_\_

Comp #: \_\_\_\_\_

1. Department: \_\_\_\_\_ 2. SAP Cost Center: \_\_\_\_\_

3. Name: \_\_\_\_\_ 4. RAMNET ID#: \_\_\_\_\_ (if not NEW)

5. Primary Work Location: \_\_\_\_\_ 6. Recommended Rank & Step: \_\_\_\_\_

#### 7. Type and Term(s):

Tenure Track	Term/Year:	Fall 20____	Summer 20____
Temporary		Spring 20____	Winter 20____
Regular Part time			

8. Sessions Information: Part of Term: \_\_\_\_\_ List Mult. Pts. of Term: \_\_\_\_\_

9. Chair's Certification of Department Vote: I certify that a department vote was held: \_\_\_\_\_ (Chair's initials)

10. Reason for Appointment: Enrollment driven Replacement of Faculty Member. If so:  
 Name of Faculty Replaced: \_\_\_\_\_  
 Reason for replacement: \_\_\_\_\_

### Complete items 11 and 12 for NEW and REHIRED (had a break in service) faculty ONLY

**NEW**

**REHIRE.** Last semester worked: \_\_\_\_\_

11. English Fluency in Higher Ed Act Certification: Approval by the Academic Department certifies that the candidate meets department criteria regarding fluency in the English language as required by law. The certification is based on:

Personal Interview Observation Publications Professional Presentation Other : \_\_\_\_\_

#### 12. Complete and attach the following items:

A. <u>Statement of Expectations</u>	See attached - must be updated every time
B. <u>Temp Fac Hire Form for Non-Advert Positions</u>	See attached - must be updated every time (please check one for each item below)
C. <u>Curriculum vitae</u>	See attached Already on file - no changes
D. <u>Transcripts</u> highest degree earned – must have original**	See attached Already on file - no changes
E. <u>Letters of recommendation</u> (if requested)	See attached Already on file - no changes
F. <u>Reference check</u> – note caller, date, points of discussion	See attached Already on file - no changes

\* By signing, Chair is receiving transcript directly and confirming degree held matches required degree

\*\*International degrees require equivalency evaluation

\_\_\_\_\_  
Search Chair | Date

\_\_\_\_\_  
Dean | Date

\_\_\_\_\_  
Department Chair | Date

\_\_\_\_\_  
Provost | Date (TT and RPT hires only)