



**FACULTY, MANAGERIAL AND UNIT PROFESSIONAL STAFF  
RECOMMENDATION FOR APPOINTMENT FORM**

**1. POSITION INFORMATION**

Title: \_\_\_\_\_

New Position: \_\_\_\_\_ or replacement for prior incumbent: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

**2. RECOMMENDATION**

The following person is recommended for appointment:

Candidate's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Rank/Title: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Range/Step: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

State Funded \_\_\_\_\_ Grant Funded \_\_\_\_\_ Revenue Funded \_\_\_\_\_

**3. CERTIFICATIONS AND APPROVALS**

I have reviewed the credentials of this individual who meets the qualifications for the recommended rank and/or position title. The filling of this position is authorized, and the process leading to this recommendation is in full compliance with affirmative action recruitment guidelines.

Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Dean/Assoc/Asst Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Division Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

This position has been approved to be filled. Position #: \_\_\_\_\_

Vice President for Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**4. PROCESSING**

- a) For faculty appointments, submit this form to the Office of the Provost along with (1) an employment eligibility verification form (I-9), (2) an application and qualification form, (3) a resume, (4) official transcripts, (5) three letters of recommendation including one from the current or most recent employer, (6) completed background screening Search Request form, (7) signed background screening Disclosure and Authorization form.
- b) For managerial and unit professional staff appointments, submit this form to the Assistant Vice President for University Staffing Services or Director of University Staffing Services, respectively, along with (1) a resume, (2) a job description, (3) transcripts, (4) three letters of recommendation, or a written summary of references checked, (5) completed background screening Search Request form, (6) signed background screening Disclosure and Authorization form.