



**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 Senior Vice Provost for Academic Affairs 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) a valid email address for candidate to obtain background screening information.
- b) For managerial and unit professional staff appointments, submit this form to the Assistant Vice President for University Staffing Services along with (1) a resume, (2) a job description, (3) transcripts, (4) three letters of recommendation, (5) a written summary of references checked, (6) signed background screening disclosure and authorization form, (7) completed background screening data entry form.