

Recruitment #



School of Medicine and Health Sciences
REQUEST TO APPOINT
 Faculty & Post-Doctoral Positions



Department/Academic Home:

Name of Recommended Person:

Full or Part Time:

FTE:

Rank to be offered:

Position #:

Title to be offered (if applicable):

Job Code:

Start Date (on or about):

Annual Salary:

Source of Funds:	Accounting Code:	Percentage

 Recommended appointment status: ☐ Probationary ☐ Tenured ☐ Special

Years' credit toward tenure for previous experience if recommended (explain):

A criminal history record check and an E-Verify identity and employment eligibility verification is required for this position.

NOTE: Please attach the draft letter of offer, position description, preferred candidate's credentials/application materials, department CPT completed faculty appointment review form (if academic position), completed minimum and preferred qualification screening sheets.

Moving expenses are not being offered.

Moving expenses are being offered in the amount of

pending Vice President for Health Affairs (or designee) approval.

The "Authorization for Moving Expense Reimbursement form" is attached.

REQUIRED SIGNATURES:_____
Department Chairperson_____
Date_____
Associate Dean (as appropriate)_____
Date_____
Assistant Dean, Gender Equity_____
Date_____
Office of Education and Faculty Affairs_____
Date_____
Human Resources_____
Date_____
Budget (Review only)_____
Date_____
Vice President for Health Affairs_____
Date