

## ***Procedures for Appointment of New Faculty and Academic Administrators***

The procedures listed below are to be followed in order to ensure full documentation for future full-time faculty and part and full-time administrator appointments. **No appointment should be made without the approval of the Provost.**

**Please bring this information to the attention of your staff members who are involved in the processing of appointments.**

Before any offer is made or a contract letter is sent, a completed packet which includes an approved Authorization to Recruit Form, a completed Appointment Form, an Affirmative Action Recruitment Form, and a curriculum vitae must be submitted to the Provost's Office. Only when the packet has been approved by the Provost can an offer be extended to a candidate.

### **1. Administrator Authorization to Recruit Form (Form A)**

Written clearance from the Provost's Office is necessary before recruitment of any full-time faculty or administrative staff opening can be put into effect. Form A should be completed and forwarded to the Provost's Office for approval by the Vice President. A photocopy of the Authorization to Recruit Form will be returned to the Dean or Director, and also forwarded to Human Resources. **Appointment Form**

#### **A. First Time Appointments (Forms B and C)**

The completed and signed Appointment Form (for first-time appointment of regular full-time faculty, and full or part-time administrators) is to be submitted to the Provost's Office. Be sure to fill in the entire form, including:

1. The recommended rank, including any differential which is dependent upon receipt of a degree before the effective date of appointment.
2. The recommended salary and any salary differential which is dependent upon receipt of a degree before the effective date of appointment.
3. A statement as to whether the appointment is an addition or a replacement, and in the latter case, for whom.
4. The sources and amount of compensation for services to be rendered to the University. If the salary is partially from a research grant or some other such sources and partially from the University, the percentage and amount of each should be indicated (in POETS format).
5. The effective date of appointment for full-time faculty.
6. A notation giving any special or unusual details concerning the appointee.

### **3. Affirmative Action Recruitment Form (Form D)**

An accurate and complete report on "affirmative action" steps should be presented on the Affirmative Action Recruitment Form. If there is any question as to the adequacy of affirmative actions to be taken on behalf of an appointment, please consult with the Provost's

Office before beginning the recruitment process or completing the form. The form should be filled out, with signatures, and forwarded with the Appointment Form and supporting materials. The original will be returned to you for your records when the appointment is approved.

In every case the signatory approval on the Affirmative Action Recruitment Form will be required before the appointee receives final approval.

**AUTHORIZATION TO RECRUIT**

**FORM A**

School or College \_\_\_\_\_

Department \_\_\_\_\_

Recommended Rank \_\_\_\_\_

Faculty Status and Salary: Full-time \_\_\_\_\_ Recommended Salary \$ \_\_\_\_\_

Recommended Title (Administrator) \_\_\_\_\_

Administrator Status and Salary: Part-time \_\_\_ Full-time \_\_\_ Recommended Salary \_\_\_\_\_

Source of Salary Funds (if partially from University and partially from some other source, state percentage and amount of each): P \_\_\_\_\_

O \_\_\_\_\_

E \_\_\_\_\_

T \_\_\_\_\_

S \_\_\_\_\_

Vacant line for which authorization to recruit is being sought \_\_\_\_\_

Building and room number where employee will work \_\_\_\_\_

Effective Date of Appointment \_\_\_\_\_ Building and Office No. \_\_\_\_\_

Remarks (arguments in favor of filling existing line):

Recommendation of Department Chair:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Dean:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval: Budget Manager of School/College or Department

Signature \_\_\_\_\_ Date \_\_\_\_\_

Endorsement of Vice President for Academic Affairs:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FULL-TIME FACULTY APPOINTMENT FORM      FORM B**

Name \_\_\_\_\_ School or College \_\_\_\_\_  
(last) (first) (middle initial)

Recommended rank \_\_\_\_\_ Department/School \_\_\_\_\_

Recommended salary \$ \_\_\_\_\_

Addition \_\_\_\_\_ or replacement for \_\_\_\_\_  
(name and title)

Source of salary funds (if partially from University and partially from some other source, state percentage and amount of each): P \_\_\_\_\_  
O \_\_\_\_\_  
E \_\_\_\_\_  
T \_\_\_\_\_  
S \_\_\_\_\_

Are moving expenses recommended? No \_\_\_\_ Yes \_\_\_\_

Effective date of appointment \_\_\_\_\_ Check if Reappointment \_\_\_\_\_  
Building and Office No. \_\_\_\_\_

Recommendation of Department Chair:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Dean:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of Executive Vice President and Provost:

Approved rank \_\_\_\_\_ Approved moving expenses \$ \_\_\_\_\_  
Approved salary \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADMINISTRATOR APPOINTMENT FORM**

**FORM C**

Name \_\_\_\_\_ Area \_\_\_\_\_  
(last) (first) (middle initial)

Recommended title \_\_\_\_\_ Department \_\_\_\_\_

New position \_\_\_\_ or replacement for \_\_\_\_\_  
(name and title)

In-House Promotion: No \_\_\_\_ Yes \_\_\_\_ If Yes, present title \_\_\_\_\_

Status and salary:

Full-time recommended salary \$ \_\_\_\_\_

Part-time recommended salary \$ \_\_\_\_\_

Please attach new position description or any changes in job description.

Source of salary funds (if partially from University and partially from some other source, state percentages and amounts for each): P \_\_\_\_\_

O \_\_\_\_\_

E \_\_\_\_\_

T \_\_\_\_\_

S \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are moving expenses recommended? No \_\_\_\_ Yes \_\_\_\_

Effective date of appointment \_\_\_\_\_ Building and Office No. \_\_\_\_\_

Recommendation of Director/Supervisor:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Dean/Assistant/Associate Provost (if applicable):

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval: Budget Manager of School/College or Department

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of Executive Vice President and Provost:

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Guidelines for Preparation of Affirmative Action Form (Form D)***

The following is offered for clarification of some terms in preparing the Affirmative Action Recruitment Form.

**FACULTY SPECIALTY AREA:** Indicate the specialty within the discipline where appropriate, e.g., 19th Century British Literature, Microeconomics, etc.

**APPLICANT FLOW DATA:** Data are required for internal analyses. Appropriate records are to be maintained for applicants regarding race and sex, where known, or can be reasonably determined. Where an applicant's race or sex cannot be reasonably determined, include under the category of unknown. If there is uncertainty as to exact number of women and/or ethnic applicants, add a question mark (?) after number given.

Non-Applicants: Non-applicants include those who submit unsolicited resumes/applications for positions which are not open, who submit applications for open positions but do not meet minimum job requirements, or who submit applications following the deadline for submission.

Applicants: Applicants are those who submit a resume/application for an open position in a timely fashion and meet the minimum job qualifications.

**GENDER:** F = Female M = Male

### **RACE OR ETHNIC GROUP:**

AA/B	African-American/ Black	Persons having origins in any of the black racial groups (not of Hispanic origins)
AI or AN	American Indian or Alaska Native	Persons having origins in any of the original peoples of North American, and who maintain cultural identification through tribal affiliation or community recognition
A	Asian	Persons having origins in any of the original peoples of the far East, Southeast Asia or the Indian Sub-Continent (e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam).
H/L	Hispanic/Latino	Persons having origins in Mexico, Puerto Rico, Cuba, Central or South America or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese culture or origin.
NH or PI	Native Hawaiian or Other Pacific Islander	Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
W	White	Persons having origins in any of the original peoples of Europe, North Africa or the Middle East

### **DISPOSITION:**

X = Departmental choice(s) for job offer. Where there are multiple choices, rank them in order of preference, X-1, X-2, X-3, etc.

W = Withdrew application, e.g., no longer available.

R = Rejected formal job offer.

A = Insufficient experience.

B = Insufficiently specialized, e.g., for courses to be taught, area to be administered.

C = Uncertain potential, e.g., teaching, research, administrative.

D = Other (specify)

**AFFIRMATIVE ACTION RECRUITMENT** **FORM D**

Prepare form for full-time University and non-University funded instructional and non-instructional positions including faculty, research, and full and part-time administrator appointments. Refer to the reverse side of the form for clarification of terms. Sign the form and forward with supporting materials in the appointment folder.

Position Title/Rank \_\_\_\_\_ Department \_\_\_\_\_

Faculty Specialty \_\_\_\_\_

Administrators: Transfer \_\_\_\_\_ Promotion \_\_\_\_\_ Former Title \_\_\_\_\_

Notice of Vacancy: Indicate actions taken regarding search for candidate, including dates, advertisements, announcements and other channels used, etc.:

**Applicant Flow Data:**

1. Number of Applicants: \_\_\_\_\_ Male \_\_\_ Female / \_\_\_\_\_ African-American/Black  
\_\_\_\_\_ American Indian or Alaska Native \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic/Latino \_\_\_\_\_ Native  
Hawaiian or Other Pacific Islander \_\_\_\_\_ White \_\_\_\_\_ Unknown

2. Number of Foreign Nationals: \_\_\_\_\_ Male \_\_\_\_\_ Female

3. Number of Interviews: \_\_\_\_\_ Male \_\_\_ Female / \_\_\_\_\_ African-American/Black \_\_\_\_\_ American  
Indian or Alaska Native \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic/Latino \_\_\_\_\_ Native Hawaiian or Other Pacific  
Islander \_\_\_\_\_ White \_\_\_\_\_ Unknown

4. Is the candidate of choice a foreign national (non-U.S. citizen)? Yes \_\_\_ No \_\_\_ If the candidate of  
choice is a foreign national does the candidate have appropriate documentation to work in the United  
States?

**Candidate Ranking:** Rank in order of preference, the most qualified candidates beyond the initial screening process, including those who withdrew their applications. Fill in the categories using the terms listed on the reverse side of this form. If further space is needed, attach addendum page.

	<u>Name</u>	<u>Referral Source</u>	<u>Gender</u>	<u>Race/Ethnicity</u>	<u>Disposition</u>
1.					
2.					
3.					
4.					
5.					

I certify that those recommended for hire are the best qualified candidates. I understand that the information supplied is required for purposes of internal analyses and is verifiable through records maintained within the department which will be kept on file for two (2) years from the start date of the position.

Recommending Official \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_