

Form 5: Request to Offer Appointment Probationary Faculty Unit Employees

(To be completed by the Office of the Dean/Director)

Please attach Reference Check Information for Recommended Candidate (to be completed by Search Committee)

Candidate Recommended: Effective Date of Appointment:

Position: Department:

Reason for Selection:

Address: E-mail:

Contact Phone #: Alternate Phone #:

Highest Degree Earned: Date: Institution:

Terminal Degree/License Required: (Y/N/NA) Date Required by: Major:

HSU Mentor's Name: Phone Ext: E-mail:

Verbal offer may be made by College Dean/University Library Dean/Director of CAPS/Director of Athletics after consultation with VPAA/VPSA/President and SAVP Faculty Affairs & HR. Please review comparative salary information (located on SharePoint) before verbal offer is made. Complete the information below once verbal offer has been accepted by the candidate and forward form to APS.

Please note: Advanced Rank is reviewed and recommended by the College Personnel Committee, an initial appointment with tenure is reviewed and recommended by the University Faculty Personnel Committee, and service credit is recommended by the Department and appropriate administrator. A recommendation memo must be attached for candidate to receive consideration.

Rank: Tenure: (Y/N) Service Credit: (Y/N) # of Years: Memo(s) Rcv'd: (Y/N)

Salary: Moving Expenses: HSU Office Assignment:

Release Time - Specify # WTUs, term(s): Computer Workstation: (Y/N)

Working Title: AY 12-Month 10-Month - Specify Months Off

Other:

College Dean/University Library Dean/Director of CAPS/Director of Athletics Date

Compliance Review by:

Associate Vice President for Faculty Affairs Date

Approved by:

Provost & VP Academic Affairs/VP Student Affairs/President Date

Please Return Original to Academic Personnel Services

Distribution: Original to APS for routing. Approved copies distributed electronically to College Dean/University Library Dean/Director of CAPS/Director of Athletics, VPAA/VPSA/President, and OAA Budget (for Academic Positions ONLY).