

## Form 5: Request to Offer Appointment Temporary Faculty Unit Employees

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

Candidate Recommended:

Position:  Department:

Reason for Selection:

Address:  E-mail:

Contact Phone #:  Alternate Phone #:

Highest Degree Earned:  Date:  Institution:

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

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

Complete the information below once verbal offer has been accepted by the candidate and forward form to APS.

FTSR:  Timebase:  Monthly Salary:  Job Code:  Range:

Start Date:  End Date:   AY  12-Month  10-Month - Specify Months Off

HSU Office Assignment:  Working Title:

Other:

Temporary Faculty Unit Employees are generally NOT eligible for moving expenses. Contact APS if you have questions regarding this policy.

Department Chair (Instructional Faculty Only) \_\_\_\_\_ Date \_\_\_\_\_

College Dean/Library Dean/Director of CAPS/Director of Athletics \_\_\_\_\_ Date \_\_\_\_\_

Compliance Review by:

\_\_\_\_\_  
Senior AVP for Faculty Affairs & Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Sr. AVP for Faculty Affairs & HR/VP Student Affairs (Counselors)/ President (Coaches) \_\_\_\_\_ Date \_\_\_\_\_

Please Return Original to Academic Personnel Services

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