

REQUEST TO VICE PRESIDENT TO OFFER APPOINTMENT

Job # _____

**Form 5
STAFF/ADMINISTRATIVE**

To be used only if
salary is over 5% of
minimum of range

Please Approve the Following Offer of Appointment:

Candidate Recommended: _____ Start Date: _____

Position: _____ Department: _____

Salary: _____ Time Base: _____ Pay Plan: _____ Date(s) Off: _____
(If 10/12 or 11/12 Pay Plan)

Dept. Chair/Lead: _____ Dept. Chair/Lead Title: _____

Appropriate Admin: _____ Appropriate Admin's Title: _____

Will employee supervise others? YES NO

Reason for Selection: (Application File & Form 4 Attached)

Please notify the following people when the Appointment Letter has been signed and returned to APSHR:

Hiring Authority or Proxy Name: _____ Email: _____

Department Contact Name: _____ Email: _____

Hiring Authority (Person Making Hiring Decision) Date

Please provide the following information and obtain the signature from APSHR.

Approval is requested for the appointment of this candidate at above the minimum of the salary.

The beginning of the range is _____ per month. Justification for the higher salary of _____ is as follows:

APSHR Recommendation:

Academic Personnel Services and Human Resources Date

Vice President's Signature as Final Approval Date

Please Return the Original to APSHR