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| APPOINTMENT: (Complete A-B, D-F) | | REAPPOINTMENT: (Complete C-F) | |
| Department Contact: | | Phone: | |
| Name of Candidate: | Employee ID #: | Dept: | |
| Visa Type:  **If HIB, attach from ISC re: prevailing wages.** | Visa Expiration: | | Visa Request ID#: |
| Dept. Misc. Notes: | | | |

1. **APPOINTMENT** - Please include the following documents:

**approved** affirmative action waiver of search OR  affirmative action compliance report

**APSU Bio/Bib,** signed  **three** letters of recommendation  **teaching evaluations**, if available  CV, optional

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| Title: | Step: | % of Time:       % |
| Appointment Dates:       to       (end date *cannot* surpass funding end date)  **Length of appt. 2 years or more? Yes  No**  **If yes, recruitment must be processed before appt. can be made.** | Annual Salary: $  (use Professorial Series) | |

1. **REAPPOINTMENT** - Please include the following unless a current merit or promotion action is pending:

**updated/signed APSU Bio/Bib (one per year)**  **teaching evaluations**  CV, optional

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| Title: | | Step: | % of Time:       % |
| Reappointment Dates:       to  (end date *cannot* surpass funding end date) | | Annual Salary: $  (use Professorial Series) | |
| Current M/P Action Pending: | YES | NO | |

1. **FUNDING** - As a minimum, one half of the funding for the base salary of an Adjunct appointment shall come from funds other than State funds (APM 280-16-b).

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| Full Fund Number | % of Time | End Date |
|  | % |  |

1. **JUSTIFICATION FOR APPOINTMENT/REAPPOINTMENT**

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| Address:  1) Description of proposed research  2) Service (Professional Competence and Activity; University & Public Service)  3) Teaching course load (at least one course per year OR evidence of significant contributions to the graduate or undergraduate instructional program)  4) Brief evaluation of the candidate’s qualifications. |
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1. **NEAR RELATIVE WAIVER REQUEST (if applicable)**

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| I am requesting permission to hire      , the       of      , who is also employed in the Department of      . In accordance with Academic Personnel Policy 520-16,       will not participate in the processes of review and decision-making on any matter concerning      ’s appointment, promotion, salary, retention or termination. |

1. **VOTE**

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| DEPT. VOTE | DATE: | POSITIVE: | NEGATIVE: | ABSTAIN: | UNAVAILABLE: |
| ADVISORY VOTE | DATE: | POSITIVE: | NEGATIVE: | ABSTAIN: | UNAVAILABLE: |

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| Chair’s Signature | Date |