

FACULTY APPOINTMENT RECOMMENDATION

FORM A

Name:	
ID #:	
Rank:	
Admin. Title:	
Department:	
Discipline:	
New Position for Current Employee New Hire (attach CV)	<b>Academic Rank Appointment:</b> Tenured/Tenure-Track      Research Instructional-Track      Instructor/Visiting Prof. of Practice      Adjunct

Index #:

**Service Basis, Appointment Dates, & Salary**

Less than 9 Months 9 Months 12 Months	Full-time
	Part-time Fall:                  Spring:                  Summer: %                                  %                                  %
Start Date:                                  End Date:	
9 month - FTE	
Annual Salary: \$	
Actual Salary: \$	

**Special Conditions of Employment (include specific courses if teaching assignment is limited)**

**Education (Year, Degree, Institution, Major, Area of Specialization) and Professional Certification(s)**

Does this person have a terminal degree in a relevant and appropriate field for their assigned teaching/supervision duties?

Yes      *Tenured & Tenure-Track: review [Faculty Handbook](#). Inform Graduate School if Full Appointment is not advised. Instructional-Track or temporary ranks AND will teach/supervise graduate students: submit [Recommendation for Appointment to Graduate Faculty Status form](#) to the Graduate School.*

No {      *Faculty Quality Assurance form has been approved previously for course(s) listed above.*

*Please complete and attach the [Faculty Qualifications Assurance Form](#).*

N/A      *Assignment is for co-curricular courses only. By signing, the supervisor attests they have reviewed the faculty's qualifications and determined they are appropriately qualified, trained, and supported for course assignment.*

**Signatures**

Recommended by  
**Department Head / Chair**

**Dean/Director**

Compliance Review:  
**Human Resources - Academic Employment**

Approvals:  
**Provost & Sr. Vice President**

**President**  
*(only required for chair/dean hires)*