

## EMPLOYMENT RECOMMENDATION

Full Name	Department
Rank	Social Security No.
Period of Appointment	Account No.
	Salary
Citizenship:	
Conditions of Employment	
Education	
Professional Experience	<b>CREDITABLE SERVICE RECOMMENDED</b>
	Tenured Service at Accredited Institutions _____ years
	Non-tenured Service at Accredited Institutions _____ years

RECOMMENDED BY (Signature)	POSITION	DATE
	Department Chair	
	Dean	
	Provost & VPAA	

### EMPLOYMENT GUIDELINES

This form is to be completed by the hiring department and submitted as part of the hiring packet. ([The Routing Slip](#) for Hiring of Full-Time Faculty will identify necessary documentation to complete the hiring packet.)

Conditions of employment are such things as: (a) tenure track with \_\_\_\_ years towards tenure; (b) conditions if required Ph.D. not completed; (c) temporary full-time appointment not leading toward tenure; (d) proper work authorization from INS for international hire; (e) submission of official (all degrees) transcripts to Provost & VPAA.