**Recommend to Hire or Change of Appointment**

To: Provost/Vice President Name:

Mailing Address:

**Position Title**:

From: ID#

**College/Department:**

**Appointment Dates**: to

**Salary**: 9 month rate ( step \_)

12 month rate (Pay Plan

Market Adjustment

Adjusted Salary

Contract Length (months)

, Range )

Salary adjusted for contract length, if applicable: Appointment fte:

Annual salary:

Division chair stipend, if applicable: Total appointment salary:

**Rank: Type of Appointment**:

 Instructor  Teaching faculty

 Senior Instructor  Administrative Faculty

 Asst. Professor  Executive Staff/Dean

 Assoc. Professor

 Professor

 No Rank

(All new Administrative Faculty are “No Rank”) **Annualized FTE required**

**Term FTE required if less than 1.0**

**Tenure:** Summer

 Fixed Term Fall

 Annual Tenure Winter 

 Indefinite Tenure Spring

Annualized

**Conditions/Comments**: (attach an additional page if necessary)

**Position Budget:** New position:  Yes Position number:

 No (name of person replacing )

Index Code Index Code Index Code

Amount or Percent Amount or Percent Amount or Percent

Approved: Provost/Vice President

Date

Budget Office

VP Business/Finance

Date

Revised 11/16/09