**IN ORDER TO PROCESS FOR APPROVAL, THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FORM:**

• Approved Personnel Requisition • The candidate’s completed application • The candidate’s résumé and/or CV

**The Office of Human Resources will extend an offer of employment to the candidate upon Presidential approval.**

|  |  |
| --- | --- |
| **NAME OF CANDIDATE:** |  |

|  |  |
| --- | --- |
| **POSITION TITLE/FACULTY RANK:** |  |

|  |  |
| --- | --- |
| **HIRING ORIGINATOR/SUPERVISOR:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **START DATE:** |  | **END DATE:** |  |
|  |  |  | *(if applicable)* |

**SECTION A: COMPLETE ONLY IF HIRING STAFF OR *FULL-TIME FACULTY***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **HOURLY EMPLOYEE** |  |  |  | **SALARIED EMPLOYEE** |  |
|  | **Pay rate / hour** | **$** |  |  | **Salary per year / term** | **$** |
|  | **Est. hours / week** |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOES THIS AMOUNT EXCEED THE APPROVED BUDGET?** *(if yes, contact HR)* |  | **YES** |  | **NO** |

**SECTION B: COMPLETE ONLY IF HIRING *ADJUNCT FACULTY***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** |  | **Fall** |  | **Spring** |  | **Summer** | **Year** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course  Number** | **Course Title** | **Credits** | **Campus** | **TARGET Enrollment** | **ACTUAL Enrollment** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total FORECASTED Number of Credits** |  |  |  |  |
|  | **Total ACTUAL Number of Credits** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommended Pay Per Credit** | **$** | **Total Salary For Semester** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOES THIS AMOUNT EXCEED THE APPROVED BUDGET?** *(if yes, contact HR)* |  | **YES** |  | **NO** |

**APPROVAL SIGNATURES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hiring Originator** | | |  | | | **Date** |  |
| **Dean / Associate Vice President** | | | | |  | **Date** |  |
| **Vice President** | |  | | | | **Date** |  |
| **Vice President of Finance\*** | | | |  | | **Date** |  |
| **PRESIDENT** |  | | | | | **Date** |  |

\**Not necessary for the hiring of adjunct instructors*