



Authorization for Securing New Faculty

This document, and all accompanying documents, should be uploaded once all signatures (except the VP) using the upload link at the bottom of the form.

Please prepare a contract for the person and position described below:

1. Name: _____

2. Address:

3. Rank: _____

4. Department: _____

5. College: _____

6. Salary: _____

7. Contract Period: _____

8. Number of Months: _____

9. Type of Contract: _____

10. If rank is that of Instructor, select one of the following:

11. Indicate appropriate footnote, if any:

a. Based on an annual salary of _____ for _____ months.

b. Rank will be that of _____ if all requirements for the degree are completed by

c. Salary includes a stipend of _____ for serving as _____

12. Is this person a U. S. citizen? Yes No

a. If the answer is no, what is his/her visa or immigration status? _____

13. Is there additional information about the immigration status of this individual which we should be aware of and call to the attention of the International Student/Faculty Advisor?

[Empty rectangular box for immigration status information]

14. Is there any other information about this individual that needs to be taken into account when preparing their contract?

[Empty rectangular box for other information]

15. UIN (if already has one): _____

16. Date of Birth: _____

17. Position Number: _____

Please attach copies of the following documents:

- **Memo to Equity with Justification for the hire**
- **The candidate's curriculum vitae**
- **Graduate Transcripts (if not already on file) & Graduate Teaching Certification (if applicable)**

I certify that I have checked with the appropriate department chair and the following steps have been taken in connection with this position:

- Written approval to fill the position has been provided by the Provost
- Interview conducted in accordance with Procedures for Appointment of New Faculty in current Faculty Handbook.

I hereby (1) certify that this person meets the requirements of the University and Commonwealth for the particular rank requested and that funds are available for the salary indicated and (2) authorize a contract to be prepared and sent.

DEAN _____ DATE _____

VICE PRESIDENT _____ DATE _____

OIED Approval: **Approved** **Denied**

OIED Representative _____ DATE _____

OIED Comments:

