

EMPLOYMENT RECOMMENDATION

Must be used for **FIRST-TIME FACULTY** (full and part time) and **Teaching Assistants**

NAME: _____	M#: _____
ADDRESS: _____	BIRTHDATE: _____
CITY, STATE, ZIP: _____	TELEPHONE: _____
EMAIL: _____	HIRING DEPT: _____

Total Contract Amount: \$ _____	Start Date: _____	End Date: _____				
PART TIME:	First time Adjunct	First time Teaching Assistant				
or						
FULL TIME:	New position, replacement for _____	Position #: _____				
RANK:	Instructor	Assistant Prof	Associate Prof	Professor	Visiting	Lecturer
TENURE: <i>(applies to full-time faculty appointments only)</i>		Not on tenure track		Tenure track		

Course(s) and Section number(s):	Hour Load	% Time	Amount	Banner Acct. #

Fall/Spr: 1 hr = 5.625% Summer: 1 hr = 11.25%

DEGREES HELD	MAJOR	YEAR AWARDED	INSTITUTION NAMES

Individual **has been** instructed to have all official transcripts sent directly from each institution to the Office of the Provost, Attn: Renee McAfee.
 (All Teaching Assistants should have their transcripts sent directly to the Office of the Graduate School, Attn: Sonny Seyler)

Curriculum Vita is attached.

Signature of Chair/Director: _____ Date: _____

Signature of Dean: _____ Date: _____

Signature of Provost: _____ Date: _____