

Form D - ADMINISTRATORS and OTHER PROFESSIONALS

REQUEST TO OFFER APPOINTMENT

Position No.

Please offer the following position in the Department of _____ to _____ whose file is attached.

Current Mailing Address: _____ E-Number: _____

New
Existing Replacement for
Temporary Substitute for

Budget Information -
Percent and Account #
(Ex. 100% of 100xxx)

The following conditions of employment are recommended:

FTE/Mo. Salary _____ Rank/Title _____

Type of Contract:

Continuing Administrative Appointment
Temporary

Contract Length _____ months, beginning _____ If part-time, fraction of load _____

Special provisions in the contract (provide justification on page 2)

Hiring Agent - On the next page, list the Names of All Other Candidates Interviewed, but not recommended for appointment. Explain how each candidate was less competitive for the position. Attach their application files. Include screening committee's strengths and concerns document, where applicable.

FORM D CANNOT BE PROCESSED WITHOUT THIS INFORMATION

RECOMMENDATION

Department Chairperson/Head _____ Date _____

Dean/Director _____ Date _____

REVIEW

Civil Rights Director _____ Date _____

APPROVAL/RECOMMENDATION

Vice President _____ Date _____

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