

## Recommendation for New Faculty Appointment

This form can be found on the SUU website (<http://www.suu.edu/ad/hr/pdf/new-faculty-recommendation.pdf>)

### PROCESS:

- The Hiring Committee chair initiates this form:  
**Recommendation for New Faculty Appointment**
- Once the form is completed and signed by the Search Committee Chair, Dept Chair, and Dean, it can be forwarded to the Provost's office for review and signature (please attach the position description to this completed form).
- Once the Provost approves and signs, we forward the form to Human Resources. They forward the form to the Budget Office.
- Once returned from the Budget Office, Human Resources prepares the faculty contract based on the information contained in the Recommendation for New Faculty Appointment. At the same time, if there are any special conditions related to hiring (for example, negotiated reimbursement for moving costs), the HR office will create a letter to accompany the contract sent to the selected faculty member. In order for this contract to be sent out on a timely basis, accuracy and completeness are important. (Complete and accurate information on this form is also important for the Provost's Office as we use the listed info to create a personnel summary which is submitted to the Board of Trustees in recommending the faculty member for appointment.)
- This Recommendation Form and contract are then forwarded from Human Resources to the President for his review and signature.

In order for this paperwork to move expeditiously through this process to get a contract to your selected candidate on a timely basis, it is crucial that the Recommendation for New Faculty Appointment be completely filled out. I have created a mini-checklist to help in this process. (If the item is self-explanatory, I have just listed the item. Even though there is no explanation, the item still needs to be completed on the form.) If you have any questions, please do not hesitate to contact me. Baiba (7704)

**POSITION TITLE:** Need complete info including the subject they will be teaching. For example, Assistant Professor of History.

**DEPARTMENT:**

**APPOINTMENT TYPE (check all that apply):** New \_\_\_ One-year Appointment \_\_\_

**Replacement** \_\_\_ **Name of Person Replaced:** \_\_\_\_\_

**Sabbatical Replacement** \_\_\_ **Name of Person on Sabbatical** \_\_\_\_\_

**NAME, SSN, CURRENT ADDRESS, DATE OF BIRTH, HOME PHONE, BUSINESS PHONE (if available), FAX (if available)**

**BUDGETED NINE-MONTH BASE SALARY** – If the recommended salary is not the same as the nine-month salary, (for example, they have a 10 month contract; or the candidate will not be working full time), then you can contact Human Resources to find out what the pro-rated nine-month base salary would be.

**RECOMMENDED SALARY** – This is the annual (full) salary offered to the candidate.

**EMAIL:** (Important – We need to email new faculty to make them aware of Opening Week Events)

**COLLEGE/SCHOOL, DEPARTMENT:** This will be the SUU College/School and Dept in which they will be teaching.

**PROPOSED RANK (Note: Appointments to the ranks of Assistant Professor/Associate Professor/Professor in the tenure track, require the appropriate terminal degree in the discipline the faculty member will be teaching.)**

**TENURE STATUS OF THE APPOINTMENT:** Tenured\_\_\_ Tenure-track/without tenure\_\_\_ Non-tenure\_\_\_  
(Please indicate status by checking one of these boxes)

**PREPARATION REQUIRED FOR TENURE:**

If the faculty member is on the tenure track, list: Preparation as per Policy 6.1.

**CREDIT TOWARD TENURE RECOMMENDED:** YES\_\_\_ NO\_\_\_ / No. of Years\_\_\_

**CREDIT TOWARD RANK RECOMMENDED:** YES\_\_\_ NO\_\_\_ / No. of Years\_\_\_

- If no credit has been granted toward tenure and/or rank advancement, check the NO boxes.
- If the new hire has been granted *any* credit toward tenure and/or rank advancement, check the appropriate YES box and list how many years in each category (tenure or rank advancement).

***IMPORTANT NOTE: If the appointee is being granted credit toward tenure and/or rank advancement this MUST be approved by the Department and College/School LRT committees. Justification for this recommendation must be detailed in the box where the text begins: "If credit toward Tenure...." and department and college LRT chairs must sign the accompanying signature page. The Provost's Office cannot approve the Recommendation without this.***

**AUTHORIZED TO WORK, IF NOT A U.S. CITIZEN:** YES\_\_\_

**OFFICIAL ACADEMIC TRANSCRIPTS RECEIVED:** YES\_\_\_ NO \_\_\_

**REVIEWED BY THE SEARCH COMMITTEE:** YES \_\_\_ NO \_\_\_

**BEGINNING DATE OF APPOINTMENT:** This is usually the date faculty contracts start, for example, this year it is August 16, 2008.

**ENDING DATE OF INITIAL APPOINTMENT:** For nine month contracts, this is May of the following year.

**OTHER CONDITIONS OR INSTITUTIONAL COMMITMENTS FOR APPOINTMENT** (e.g., moving expenses, equipment, special training, etc.): *Important note: If reimbursement for moving expenses (based on submitted receipts) has been negotiated, this is the place to note it. (Reimbursement for relocation is not an “automatic” item, but is negotiated). If you detail it in this box, then Human Resources will accompany the appointee’s contract with a letter stating reimbursement. If it is not noted here, no such letter accompanies the contract. (WHEN NEGOTIATED, reimbursement is as such: Faculty – The maximum reimbursement is \$3,000 based on submitted receipts. First \$1,000 is charged to dept or college, remaining \$2,000 is charged to FREL account in Provost’s Office; the maximum reimbursement for newly hired academic administrators (e.g., department chairs, academic deans, etc.) is \$6,000 based on submitted receipts. First \$1,000 is charged to dept or college, remaining \$5,000 is charged to FREL account in Provost’s Office.)* This is also the box where you should note any other special conditions negotiated.

**EDUCATION (include degree in progress)** – Please complete all four columns.

**EXPERIENCE:** (last position first) List may be supplemented with resume – please fill in all four columns.

**BUDGET:** Account Number (s) and/or proportions: List the INDEX or Fund/Org/Prog of the account funding the salary. If it is a split position, list each account and allocation.

**OTHER COMMENTS OR JUSTIFICATIONS** (Summary of comments from references or search committee members). It would be helpful to the Provost and the President if this section were completed. It is optional.

**APPROVAL SIGNATURES:**

- If new hire is being granted credit toward Tenure and/or Rank Advancement, prior to sending this form to the Provost Office you must secure the following signatures: Search Committee Chair, Department LRT Chair, Department Chair, College LRT Chair, and Dean
- If no time is being granted toward Tenure/and or Rank Advancement, Department LRT and College LRT signatures are not needed.

Any questions at all, please do not hesitate to contact me.

Baiba (7704)

**SOUTHERN UTAH UNIVERSITY**  
**Recommendation for New Faculty Appointment**

Position Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 Appointment Type (check all that apply):  New  One-year Appointment  
 Replacement Name of Person Replaced: \_\_\_\_\_  
 Sabbatical Replacement Name of Person on Sabbatical \_\_\_\_\_

**Attach the position description to this form.**

Name:		SSN:
Current Address:		Date of Birth:
Home Phone:	Business Phone:	Fax:
Budgeted Nine-month Base Salary:	Recommended Salary:	E-mail:
College/School:	Department:	Proposed Rank: *
*Note: Appointments to the ranks of Assistant Professor/Associate Professor/Professor in the tenure track, require the appropriate terminal degree in the discipline the faculty member will be teaching.		
Tenure status of the appointment: Tenured ____ Tenure-track/without tenure ____ Non-Tenure ____		
Preparation Required for Tenure:		
Credit Toward Tenure Recommended Yes: ____ No: ____		No. of Years: _____
Credit Toward Rank Recommended: Yes: ____ No: ____		No. of Years: _____
<i>If credit toward Tenure and/or Rank Advancement is recommended, provide justification here (attach additional pages if necessary):</i>		
Authorized to work, if not a U.S. citizen: Yes: _____	Official academic transcripts received: Yes: ____ No: ____	
	Reviewed by the Search Committee: Yes: ____ No: ____	
Beginning date of appointment: _____		Ending date of initial appointment: _____
Other Condition or Institutional Commitments for Appointment (e.g., moving expenses, equipment, special training, etc.):		

EDUCATION: (include degree in progress)			
Degree	Date	Major Field(s)	Institution

EXPERIENCE: (Last position first) List may be supplemented with resume.			
Employer	Position, Rank, Discipline	Dates: From/To	Full-time or Part-time

Budget: Account Number(s) and/or proportions:  
 Account No. \_\_\_\_\_ Amount or % \_\_\_\_\_  
 Account No. \_\_\_\_\_ Amount or % \_\_\_\_\_  
 Account No. \_\_\_\_\_ Amount or % \_\_\_\_\_

Other Comments or Justification: (Summary of comments from references or search committee members)

APPROVALS:	
Signed: Search Committee Chair:	Date:
<small>Required if time credited toward Tenure and/or Rank Advancement</small>	
Approval: Department LRT Chair:	Date:
Approval: Department Chair:	Date:
<small>Required if time credited toward Tenure and/or Rank Advancement</small>	
Approval: College LRT Chair:	Date:
Approval: Dean:	Date:
Coordination: Budget Office:	Date:
Approval: Provost:	Date:
Approval: President:	Date:
Date Submitted to the Board of Trustees:	