

# APPOINTMENT REQUEST FORM

Non-Classified Personnel

New Appointment \_\_\_\_\_ (complete front & back)  
Continuing Appointment \_\_\_\_\_ (complete front only) No. \_\_\_\_\_  
Amended Appointment \_\_\_\_\_ (complete front only) Date \_\_\_\_\_  
Graduate/Teaching Assistant Fee Waiver \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring

**INSTRUCTIONS:** Department Head, Dean, or other Budget Unit Head will initiate and retain one copy. Completed original form should then be forwarded to appropriate offices for signature. Official transcripts for new teaching faculty should accompany the original appointment form. This form should be fully processed with complete information **prior** to the effective date of employment. All new appointments should be fully processed and have Board of Supervisor approval prior to the effective date of employment. (Graduate and Teaching Assistant appointments do not require Board of Supervisor approval.) Forms not received in the Office of Human Resources by the 15<sup>th</sup> of the month will be processed the following month. The Office of Human Resources will forward a final approved copy to appropriate unit(s). \*If a blank does not apply type n/a.

Name \_\_\_\_\_  
Last First Middle

Date Effective \_\_\_\_\_

Social Security No. \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female

Address \_\_\_\_\_

Local Street Address

Marital Status \_\_\_\_\_

Race \_\_\_\_\_ Nationality \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

VISA No. \_\_\_\_\_

## Educational Attainments

**Degrees University Year Earned**

Doctorate \_\_\_\_\_

Master \_\_\_\_\_

Bachelor \_\_\_\_\_

Department \_\_\_\_\_

Rank or Discipline \_\_\_\_\_

\_\_\_\_\_ Replaces \_\_\_\_\_

## Experience:

Higher Education \_\_\_\_\_

Years at Tech \_\_\_\_\_

Other \_\_\_\_\_

Total Experience \_\_\_\_\_

Requested Salary (Yr.) \_\_\_\_\_

Amount to be Paid \_\_\_\_\_

Base Monthly

\_\_\_\_\_ Full-Time

\_\_\_\_\_ Part-Time \_\_\_\_\_ (% Full-Time)

Salary Basis: \_\_\_\_\_ 9-Mo. \_\_\_\_\_ 12-Mo. \_\_\_\_\_ Quarterly \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Released-time: \_\_\_\_\_ % Salary Charged to \_\_\_\_\_

(Grant or Contract & Code)

Retirement: \_\_\_\_\_ Social Security \_\_\_\_\_ Teachers' \_\_\_\_\_ Employees' \_\_\_\_\_ ORP \_\_\_\_\_

	Department Codes	Budget Page & Line No.	%	Monthly Amt.	Time Periods	Total Funds
Major	_____	_____	_____	_____	_____	_____
Split	_____	_____	_____	_____	_____	_____
Grant	_____	_____	_____	_____	_____	_____
Grant	_____	_____	_____	_____	_____	_____

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested \_\_\_\_\_  
Project Director (Grants Only) Date \_\_\_\_\_ Budget Officer Date \_\_\_\_\_  
Dept. or Budget Unit Head Date \_\_\_\_\_ Division Head Date \_\_\_\_\_  
Dean Date \_\_\_\_\_ President Date \_\_\_\_\_  
University Research (Grant Funds Only) Date \_\_\_\_\_ Office of Human Resources Date \_\_\_\_\_

Form Completed by: \_\_\_\_\_

Ext#: \_\_\_\_\_

(Please list in reverse order stating the most recent experience first) Credentials, Experience page, and Transcripts on file. \_\_\_\_\_

A. HIGHER EDUCATION EXPERIENCE

DATES

University (or employer)                      Position of Service                      From                      To

B. OTHER EDUCATIONAL EXPERIENCE

Employer                      Position and Nature of Service                      From                      To

C. OTHER EXPERIENCE

1. Since Baccalaureate Degree

Employer                      Position and Nature of Service                      From                      To

2. Prior to Baccalaureate

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SUMMARY EVALUATION:

Total Years of Experience in Higher Education                      \_\_\_\_\_  
Of These, Years Applicable to Present Teaching Field                      \_\_\_\_\_  
All Other Experience                      \_\_\_\_\_  
Other Experience Applicable to Present Work                      \_\_\_\_\_  
TOTAL                      \_\_\_\_\_

Evaluated By:

\_\_\_\_\_  
Budget Unit Head

Concurred By:

\_\_\_\_\_  
Dean or Director

\_\_\_\_\_  
Vice President