



**RECOMMENDATION FOR THE APPOINTMENT OF \_\_\_\_\_**

**1. Is this a new or replacement appointment, and who is the candidate replacing**

**If replacement, state whether the present occupant of the position has filed a letter of resignation with the President, submitted a request for a leave of absence, or has been terminated**

**2. Please complete the following information for all educational background:**

<b>NAME OF DEGREE</b>	<b>FIELD/DISCIPLINE</b>	<b>NAME OF COLLEGE/UNIVERSITY</b>	<b>MONTH &amp; YEAR DEGREE GRANTED</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**3. Special undergraduate or graduate honors:**

\_\_\_\_\_  
\_\_\_\_\_

**4. If doctoral degree has not been granted, state requirements yet to be completed:**

**Estimated date of completion:**

**Institution from which doctoral degree is expected:**

**5. Hours beyond highest degree:                      Quarter Hours                      Semester Hours**

**6. Please complete the following to indicate years of college/university teaching or research experience and years of relevant work experience:**

COLLEGE/UNIVERSITY	RANK/POSITION/TITLE	FROM	TO	NO. OF YEARS

PUBLIC SCHOOL	ASSIGNMENT	FROM	TO	NO. OF YEARS

EMPLOYER	POSITION	FROM	TO	NO. OF YEARS

**Registrations and certifications (PE, CPA, etc.):**

7. Step recommended for initial salary determination is \_\_\_\_\_ based upon highest degree \_\_\_\_\_ and total units \_\_\_\_\_ .

8. Your overall estimate of the candidate’s strengths or qualifications as determined from credentials, recommendations, and interviews (academic preparation, research talents and productivity, teaching ability, relevant international experience, commitment to doctoral programs or other terminal degree, absence of reservations in letters, personal qualities, etc.):

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Describe any major or unusual non-teaching functions for which the candidate is expected to be responsible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If the candidate is to fill a new position, indicate specifically how he relates to your department or office, long-term development plans (published or unpublished), new courses, new majors or minors, graduate degree programs, research emphases, public services, or other special features:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Names of other members of your department who are involved in evaluation of this candidate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Additional comments by Department Chairman/Director:

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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

13. Additional comments by Dean:

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**14. Additional comments by Vice President:**

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