



REQUEST FOR NEW FACULTY APPOINTMENT

Office of Human Resources

Employing Center: _____

Appointee's Name: _____

Faculty Rank: _____ Other: _____

Administrative Title: _____

Position Number: _____ NSU ID Number: _____

Effective From: _____ Effective To: _____

Term of Employment: _____ Salary: _____

Account Numbers & Allocation:	_____ %	_____ %	_____ %
	_____ %	_____ %	_____ %

Moving Expenses: Yes: No:

Special Conditions: _____

Does this faculty member meet the credential guidelines established by the Commission on Colleges?

Yes No If no, portfolio to provide rationale for exception is attached

Attachments: For new appointments, attach all of the documentation listed below.

- Dean's Recommendation
- Search Committee Recommendation
- Official Transcripts (all graduate degrees)
- Job Description (2 copies)
- Resume/Curriculum Vitae
- Three original letters of reference

Recommended By:

Dean: _____ Date: _____

Approved By:

HPD Chancellor: _____ Date: _____

Human Resources: _____ Date: _____

Provost/Exec VPAA: _____ Date: _____

President/CEO: _____ Date: _____