



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