

**"REQUEST TO HIRE"
FOR FACULTY/EXEMPT STAFF POSITIONS**

WHEN A FINAL CANDIDATE IS IDENTIFIED, THE SEARCH CHAIR WILL COMPLETE THE "REQUEST TO HIRE" FORM. THIS MUST BE SUBMITTED AND HAVE ALL APPROVALS BEFORE AN OFFER CAN BE MADE TO THE CANDIDATE.

Department/Administrative Division: _____

Title of position: _____

Type of appointment

•**Exempt Staff:** 12 month 10 month or other [specify dates]: from _____ to _____

•**Faculty:** Tenure track Visiting Academic Concentration: _____

Full-Time Regular Full-Time Temporary Part-Time Explain: _____

Reason for search: Replacement * New position Other: _____

*If replacement position, indicate: Retirement Resignation Sabbatical leave
 Personal leave Professional leave of absence Termination Other: _____

This is a replacement for which individual: _____

PERSON HIRED _____ **SALARY** _____

START DATE _____ **REPLY DATE** _____
(ASAP IS NOT SUFFICIENT)

FOR FACULTY ONLY

Tenure/sabbatical "clock" _____

Start-up funds, etc. _____

OTHER SPECIFICS

All letters of appointment are prepared in the Human Resources Office. Letters may be delayed for lack of an address or knowing a proper salutation. Please provide the information below so letters can be prepared properly and promptly. **TO PREPARE APPOINTMENT LETTER**

GENDER: FEMALE MALE

SALUTATION: DR. MR. MS. OTHER/SPECIFY _____

ADDRESS: _____

IF LETTER MUST ALSO BE SENT BY FAX OR E-MAIL PLEASE SPECIFY: _____

Consistent with the qualifications advertised, the following factors made this candidate the best choice

Number of completed applications: Male _____ Female _____ Unidentified _____ Total: _____

Candidates interviewed but not selected:

1. _____

2. _____

You must complete a **"Reasons for Non-Selection"** form for **all candidates interviewed** on campus but not made an offer of employment and send it to the Human Resources Office with this **"Request to Hire"** form.

I hereby certify that to the best of my knowledge the equal employment opportunities/affirmative action guidelines have been met.

(SEARCH CHAIR'S SIGNATURE)

(PHONE NUMBER)

(DATE)

CALLING THE CANDIDATE: When the **"Request to Hire"** form has been approved, the Human Resources Office will notify the Search Chair. Also, an email notification will be sent to the Search Chair, Vice President and President's office. The Search Chair and Vice President for the division will decide which one of them will make the call to the candidate. (All offer letters are prepared in the Human Resources office.)

IF CANDIDATE DECLINES: A new **"Request to Hire"** form must be completed before an alternate candidate can be offered the position. This must be accompanied by a **"Candidate Refusal of Offer"** form for each candidate who turns down the offer.

SIGNATURES: Please obtain the following signatures in the order designated.

Vice President: _____
(Signature) (Date)

Budget Officer: _____
(Signature) (Date)

VP/Community and Employee Relations: _____
(Signature) (Date)

President: _____
(Signature) (Date)

Original form will be retained by the Human Resources Office and copies sent to:

President's Office
 Vice President
 Department Head

Search Chairperson
 Human Resources
 Budget Officer

Date: _____