



EMPLOYEE DATA FOR CONTRACT

Name Department

Rank Salary and Step

Email

Human Resources will use this email address to initiate the hiring process. Please list an email that you will have continued access to in the future.

Position is: [] New [] Replacement for: Position #

TEMPORARY

Fall Only (Year) Spring only (Year) Entire Academic year (Year)

Full-time: Part-time: Load:

Effective Start Date: Effective End Date:

TENURE TRACK

Begin Fall (Year) Begin Spring (Year)

SPECIAL CONTINGENCIES TO BE NOTED IN CONTRACT

[Blank lines for contingencies]

Total of Renewals INCLUDING this Renewal

Temporary Part-time Sem./Yr: Temporary Full-time Sem./Yr:

Information Received (please Check all that apply):

Employee Verification Candidate Approval Form APSCUF Sign-off Official Transcripts Telephone Calls Background Check

I have interviewed the candidate and he/she is fluent in the use of English.

Dean Date