

REQUEST TO APPOINT
TO TEACHING, RESEARCH OR ACADEMIC PROFESSIONAL POSITION
 (A formal offer may be made as soon as this **approved** form has been returned to college.)

Department _____ College _____

Name of Person Recommended: _____

Rank or title to be offered: _____ Position #: _____

Period and dates of appointment: _____

Total Salary \$	Source of Funds	Accounting Codes	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Duties to be performed (if split appointment, indicate percent of appointment by department/unit and specific duties in each department/unit):

Recommended appointment status: Probationary Tenured Special

Years credit toward tenure for previous experience if recommended: _____ Explain: _____

Has this person ever been employed by UND? _____ If yes, state dates and position: _____

English language proficiency:

Verbal and written English skills suitable for classroom instruction. Describe verification: (i.e., from correspondence, interview, etc.):

Remediation in English language proficiency planned. Explain:

Criminal History Records Check: (For positions requiring criminal records check per SBOHE Procedures 602.3)

Criminal History Records Request form has been sent to HR Office.

RECOMMENDED BY:

Department Chair _____ Date _____ Dean _____ Date _____

(NOTE: PLEASE ATTACH ONE COPY OF THE DRAFTED LETTER OF UNDERSTANDING AND PREFERRED CANDIDATE'S CREDENTIALS, INCLUDING CURRICULUM VITA, LETTERS OF RECOMMENDATION, OFFICIAL TRANSCRIPTS, ETC. IN ADDITION, PLEASE INCLUDE ATTACHMENTS ACCORDING TO AAO CHECKLIST.)

APPROVAL SIGNATURES:

Equal Employment Opportunity & Title IX _____ Date _____ Provost's Office _____ Date _____

File Copies distributed to: 1. Original to Dean 2. Department 3. Provost 4. EEO/AAO