



# Authorization for Securing New Faculty

\_\_\_\_\_

Please prepare a contract for the person and position described below:

1. Name \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Position Title \_\_\_\_\_
4. Unit \_\_\_\_\_
5. Salary: \_\_\_\_\_
6. Effective Date: \_\_\_\_\_
7. Number of Months: \_\_\_\_\_
8. Contract Period: \_\_\_\_\_
9. Is this person a U. Scitizen?      Yes      No  
If the answer is no, what is the appointee's visa or immigration status? \_\_\_\_\_
10. Is there additional information about the immigration status of this person? \_\_\_\_\_

Please attach copies of the following documents:

- The candidate's vitae/resume
- The Affirmative Action Selection Report (Form 9)
- A draft paragraph for inclusion in the resolutions for the board of Visitors agenda materials.

Faculty Position Number: \_\_\_\_\_

DEAN/DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

OEID Review:      Approved      Denied

\_\_\_\_\_ DATE \_\_\_\_\_

# ate of Birth

