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| --- | --- | --- |
|  |  | Check only one:[ ]  **Position: #**  [ ]  **Waiver** (*waiver form must be attached*) [ ]  **Pool Applicant** |
| RECOMMENDATION FOR FACULTY OR ACADEMIC STAFF APPOINTMENT |
| **APPOINTMENT TYPE** | [ ]  FACULTY APPOINTMENT | [ ]  ACADEMIC STAFF APPOINTMENT[ ]  Fixed-Term (No Intent to Renew)[ ]  Fixed-Term (Retention Notification) |
| [ ]  LIMITED APPOINTMENT |
| **For all new hires, resume/CV, official transcripts, and a Personnel Appointment Form (PAF). Do not send reference letters with this form.** |
| **APPOINTMENT DURATION** | [ ]  ACADEMIC YEAR [ ]  ANNUAL [ ]  SEMESTER ONLY [ ]  OTHER | Begin Date: MM/DD/YYYY Ending Date: MM/DD/YYYY |
| **NEW/REPLACEMENTS** | [ ]  NEW POSITION[ ]  REPLACEMENT POSITION (If replacement, for whom: Click or tap here to enter text. |
|  |
| DEPARTMENT/SCHOOL/UNIT: |  | INTERVIEW DATE: |  |
| NAME: |  |
| CURRENT POSITION/TITLE: |  |
| OFFICE ADDRESS: |  | HOME TELEPHONE NO.: |  |
|  |
| **POSITION INFORMATION** |
| TTC TITLE: |  | BUSINESS TITLE: |  |
| PRINCIPLE WORK LOCATION: |  | TTC CODE: |  |
| REPORTS TO (PERF MGMT): |  | TIME/LABOR APPROVER: |  |
| EDUCATION CODE: |  | TIME/LABOR BACKUP: |  |
| RELOCATION (link on HR site): | [ ]  Yes [ ]  No | PROMOTION SERIES: | [ ]  Yes [ ]  No |
| FULL-TIME BASE SALARY(ATTACH SALARY COMP FORM) |  | # OF CREDITS (IF APPLICABLE) |  |
| ACTUAL SALARY BASED ON FTE |  | FTE OF APPOINTMENT |  |
| POSITION OF TRUST | Yes No (Defined as: Having property access, financial/fiduciary duties, and all executive positions) |
| POSITION OF TRUST WITH ACCESS TO VULNERABLE POPULATIONS*For additional information, view the CBC policy* [*here*](https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-criminal-background-check-policy/)*.* | Yes No (Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. This category also includes employees who are not directly working in those units, but have unsupervised access to the unit when the vulnerable population is present. This category does not include faculty or instructional academic staff performing regular teaching, service, and research responsibilities unless these responsibilities include unsupervised or significant access to vulnerable populations.) |
|  |
| **ACADEMIC STATUS** |
| DEGREE EARNED | DATE | INSTITUTION | MAJOR FIELD |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| OTHER GRADUATE STUDY | DATE | INSTITUTION | CREDIT HOURS |
|  |  |  |
|  |  |  |
| **RELATED PROFESSIONAL EXPERIENCE** |
| PLACE | RANK/TITLE | % TIME (Full/Part Time) | DATES |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  TOTAL YEARS: |  |
|  |
| **TEACHING EXPERIENCE (Only for Faculty and Instructional Academic Staff)** |
| **ELEMENTARY** | PLACE | RANK/TITLE | % TIME (Full/Part Time) | DATES |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL YEARS: |  |
| **SECONDARY** | PLACE | RANK/TITLE | % TIME (Full/Part Time) | DATES |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL YEARS: |  |
| **UNIVERSITY** | PLACE | RANK/TITLE | % TIME (Full/Part Time) | DATES |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL YEARS: |  |
| **EXPERIENCE TO BE INCLUDED IN LETTER OF APPOINTMENT (Round to nearest half year)** |
| RELATED PROFESSIONAL EXPERIENCE |  |
| ELEMENTARY TEACHING EXPERIENCE |  |
| SECONDARY TEACHING EXPERIENCE |  |
| COLLEGE TEACHING EXPERIENCE |  |
| TOTAL: |  |
| **TENURE** |
| DOES THIS CANDIDATE HAVE THE MINIMUM DEGREE REQUIRED TO QUALIFY FOR TENURE?  | [ ]  Yes [ ]  No | NUMBER OF YEARS GRANTED TOWARD TENURE:*(PLEASE INCLUDE JUSTIFICATION BELOW.)* |  |
|  |
| **CONTRACT CONTINGENCY (if applicable)** |
| REMINDER: GRADUATE COUNCIL APPROVAL IS REQUIRED PRIOR TO AN APPOINTEE TEACHING A GRADUATE COURSE |
| CONDITION: |  |
| EDUCATION: CODE:  |  |
| RANK:  |  |
| SALARY:  |  |
|  |
| **APPROVED, Department Chair/Associate Dean/Unit Supervisor DATE** |
|  |
| **APPROVED, Dean/Director DATE**  |
| ­ |
| **APPROVED, Director of Human Resources DATE** |
|  |
| **APPROVED, Chancellor/Vice Chancellor/Assistant Chancellor DATE**  |
| **FOR HUMAN RESOURCES REVIEW** |
| **CBC INFORMATION:** | [ ]  RECV’D | [ ]  PROCESSED, NO RESULTS | [ ]  PROCESSED WITH RESULTS | [ ]  INCLUDE CONTINGENCY  |
| **SALARY WITHIN RANGE** | [ ]  YES [ ]  NO [ ]  N/A | **IF SALARY NOT IN RANGE, ESR?**  | [ ]  YES [ ]  NO [ ]  N/A |
| **EDUCATION V. POSTING** | [ ]  YES [ ]  NO [ ]  N/A | **TITLE CODE/PREFIX**  | [ ]  YES [ ]  NO [ ]  N/A |
| **PAF (e.g. funding, %, total base)** | [ ]  YES [ ]  NO [ ]  N/A | **SALARY COMPUTATION FORM**  | [ ]  YES [ ]  NO [ ]  N/A |
| **TITLING REVIEW?** | [ ]  YES [ ]  NO [ ]  N/A | **IF TITLING REVIEW, WHAT DATE?** |  [ ]  N/A |