University Of South Alabama Academic Appointment Request Form (Academic Affairs Form #2)

This appointment request form should be forwarded with the completed applicant file. A complete applicant file includes: certification of English Language Proficiency by Chair and Dean as indicated by approving this form, recommendations of the Chair and Dean, official transcripts for all DEGREES conferred (Associate Degree transcripts are not necessary) from institutions of higher learning, three letters of reference, curriculum vita, signed Biographical Data Form, USA Faculty Consent Form and completed Faculty Search Report. For graduate appointments, please contact 460-6310 for specific requirements.

Position Information

Position #: _____ FUND: _____ ORG: _____ PROG: _____ FTE: _____ Date Position Approved: _____
(attach AA form #1)

Department: _____ College/school: _____

Applicant Name and Educational Information

Applicant Name: _____ J Number: _____

Institution(s) of Higher Education Attended:

Name Of Institution	Degree	Year Awarded	Major

Recommended Terms of Appointment

Rank/Admin Rank *(if applicable)*: _____ Effective Date of Appointment: _____

Base Salary: _____ Stipend Amount *(if applicable):* _____ Is the stipend raise eligible: ☐ Yes ☐ No

☐ Tenure-Track ☐ 9 Month ☐ One Year Only ☐ Continuing
☐ Non-Tenure Track ☐ 12 Month ☐ One Semester Only ☐ 100% Grant Funded

Years of Credit toward Tenure/Promotion: _____
(*Faculty handbook Chapter 3, Section 11.4.2)*

Will the applicant be teaching graduate courses? ☐Yes ☐ No (*If yes, a graduate faculty appointment form is required)*

Completed Checklist (to be completed by Academic Affairs)

☐ Biographical Data Form ☐ CV ☐ USA Consent Form ☐Completed Faculty Search Report

☐ Chair's Recommendation ☐ Dean's Recommendation (including terms of appointment)

☐ Recommendation Letter 1 ☐ Recommendation Letter 2 ☐ Recommendation Letter 3

Official Transcripts: ☐Bachelors ☐ Masters ☐Doctorate

Exception Form Needed? ☐ Yes ☐ No
If yes, the exception for Full-Time Faculty Teaching Undergraduate/Graduate Courses must accompany this request.
A Faculty Qualifications Portfolio will be required once applicant has been approved.

File Checked by: _____

Graduate Faculty Appointment Form Needed? ☐ Yes ☐ No Date: _____

Approvals

_____ _____
Chair *(Includes Certifying English Language Proficiency)* Date Dean *(Includes Certifying English Language Proficiency* Date

_____
Executive Vice President and Provost Date