

RECOMMENDATION FOR FACULTY APPOINTMENT
(For use with all faculty appointments)

The _____ (academic unit)
recommends the appointment of _____
to the position of _____ beginning _____
at a salary of \$ _____ per **academic** _____ or **calendar** year _____ (check one)
with _____ % FTE allocation.

Position number: _____

Appointment Type: 9 month _____ 12-month _____

Candidate's mailing address:

Telephone number: _____

Degree required for position: _____

Date degree received: _____ or expected: _____ *

*** If the candidate does not complete the terminal degree by the date of appointment, the appointment will be at the rank of Instructor at a reduction in salary.**

This candidate has _____ years of full-time college and/or university teaching experience as follows:

1. _____
2. _____
3. _____

SOURCE OF BASE SALARY FUNDS (Include information regarding salary sources for joint appointments, endowed chairs, etc.)

Source

Annual \$ Amount

_____	_____
_____	_____
_____	_____

TENURE-TRACK APPOINTMENTS ONLY:

Based on the above record of experience, it is further recommended that * _____ (N) years be specified as a probationary period for tenure with the understanding that consideration of the tenure decision will be not later than the _____ (N-1) year.

*Example: 7 (N= number of years on tenure-track) years be specified as a probationary period for tenure with the understanding that the review for tenure will begin in the fall of the 6th (N-1) year.

START-UP COMMITMENTS: In order to secure start-up funding from the Office of the Vice Chancellor for Research, department heads should work through their deans, usually the associate dean for research (if applicable) about the level of support needed. The request must include the total amount requested and the level of support to be contributed by the college and department. Start-up requests involving support from central administration must be approved before the search begins. **If you would like to have the start-up commitment included in the official appointment letter from the Provost please state explicitly how you would like the commitment worded:**

MOVING EXPENSES: The department and/or college pays for all moving expenses negotiated with the new faculty member. Three estimates from approved movers must be acquired and sent to Purchasing (http://purchasing.tennessee.edu/procedure_for_movement.htm) for review. Regardless of the dollar amount involved, written prior approval to pay moving expenses must be obtained from the Provost in a separate memo.

OTHER: Attach memo of explanation of any unusual circumstances or agreements pertaining to this appointment.

Approved: _____ Date: _____
Department Head

Approved: _____ Date: _____
Dean or Director

Approved: _____ Date: _____
Provost or Vice Provost