

## UNIVERSITY OF SOUTH ALABAMA ACADEMIC APPOINTMENT REQUEST FORM

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 Affirmative Action Report. For graduate appointments, please contact 460-6310 for specific requirements.

### POSITION INFORMATION

Position # \_\_\_\_\_ FUND \_\_\_\_\_ ORGN \_\_\_\_\_ PROG \_\_\_\_\_ FTE \_\_\_\_\_ DATE POSITION APPROVED: \_\_\_\_\_  
(Attach AA Form #1) \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_ COLLEGE/SCHOOL \_\_\_\_\_

### APPLICANT NAME AND EDUCATIONAL INFORMATION

APPLICANT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ JNumber: \_\_\_\_\_

#### ***INSTITUTION(S) OF HIGHER EDUCATION ATTENDED:***

NAME OF INSTITUTION	DEGREE	YEAR AWARDED	MAJOR

### RECOMMENDED TERMS OF APPOINTMENT

RANK: \_\_\_\_\_ SALARY: \_\_\_\_\_ EFFECTIVE DATE OF APPOINTMENT: \_\_\_\_\_

☐ Tenure Track ☐ 9 Month ☐ One Year Only ☐ Continuing  
☐ Non-Tenure Track ☐ 12 Month ☐ One Semester Only

YEAR(S) CREDIT TOWARD  
TENURE/PROMOTION: \_\_\_\_\_  
(Faculty Handbook Chapter 3, Section 11.4.2)

### **COMPLETED FILE CHECKLIST**

Biographical Data Form: ☐ Curriculum Vitae: ☐ USA Faculty Consent Form: ☐ Completed Affirmative Action Form: ☐  
Recommendation of Chair: ☐ Dean's Letter of Recommendation, including terms of appointment: ☐  
Three Letters of Reference: Letter #1 ☐ Letter #2 ☐ Letter #3 ☐ Official Transcripts: Bachelors ☐ Masters ☐ Doctorate ☐  
Exception Form Needed? Yes ☐ No ☐

*If yes, the exception for teaching undergraduate and/or graduate courses form must accompany this request.  
A Faculty Qualifications Portfolio will be required once applicant approved.*

File Checked by: \_\_\_\_\_  
Date: \_\_\_\_\_

### APPROVALS

CHAIR (includes certifying English Language Proficiency) \_\_\_\_\_ DATE \_\_\_\_\_

DEAN (includes certifying English Language Proficiency) \_\_\_\_\_ DATE \_\_\_\_\_

PROVOST & SVPAA \_\_\_\_\_ DATE \_\_\_\_\_

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