

## Personnel Recommendation Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Request from division, school, college: \_\_\_\_\_

Request from program or department: \_\_\_\_\_

### APPOINTMENT

Recommended rank or title: \_\_\_\_\_

Recommended salary: \_\_\_\_\_

With Tenure            Without Tenure            (Check One)

Years credited toward tenure (if applicable): \_\_\_\_\_      Budget Number: \_\_\_\_\_

New Position            Replacement            (Check One)      Effective Date: \_\_\_\_\_

Educational background (schools, years, degrees) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present position and employer \_\_\_\_\_

Justification for employment \_\_\_\_\_

\_\_\_\_\_

### SEPARATION

Current Rank or Title \_\_\_\_\_

Effective Date \_\_\_\_\_

Reasons for Separation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Approved – President \_\_\_\_\_ Date \_\_\_\_\_

Approved – Chancellor \_\_\_\_\_ Date \_\_\_\_\_