



“Emergency Faculty Temporary Hire” Without a Search

To: Division Dean / President

From: _____

Date: _____

Due to the unanticipated loss of _____, I am requesting authorization to employ _____ as a replacement without a formal search as (title) _____ at a salary of _____.

The effective starting date will be _____ and the end date _____.

Funds to pay for this position will be charged to organizational code _____.

I understand that this appointment will not exceed 4 1/2 / 9/ 12 months. I also understand that a formal search must be conducted to employ a full-time regular replacement.

Attached is the individual’s application / resume, indicating that the minimum qualifications have been met.

[] Funds are available from this account. _____ Accounting Supervisor (Bus. Dept.) Date

[] Eligible for Hire _____ Human Resources Date

[] Approved _____

[] Disapproved _____ Dean / President Date

..... HR Use Only Exempt [] Benefits Eligible Y / N Classification: Faculty

[] Budget Transfer form Attached Division Code: _____ Dept Code: _____

*** Notice of employment, Job Description and Resume or application must be attached*** Applicant must complete additional HR forms to be placed on payroll.