

ROWAN UNIVERSITY
Appointment Recommendation Form

Candidate Information

Candidate (full name): _____ Highest Degree: _____

New ___ FT ___ PT ___ Reappointment: ___ Temp: ___ Other: _____

Position Title: _____ Department/Office: _____

Faculty: ___ AFT Professional: ___ Adjunct: ___ Managerial: _____

Position Number (from Request to Hire Form): _____

Required for Appointment: Start Date: _____ End Date: _____ Range/Step ___ Salary: _____

Budget Sign Off:

Position #: ___ Funds # _____ Org #: ___ Prog. #: _____ Initial & Date: _____

Approvals:

Supervisor: _____ Date: _____

Divisional Approval/Designee: _____ Date: _____

VP/Provost Approval/Designee: _____ Date: _____

President (AFT & Managerial): _____ Date: _____

Internal Use Only: Employment contract (Y or N) ___ Board of Trustees Action (Y or N) ___

Internal (I)/External (E) Candidate: ___ Type of Appt: _____

Note: All offers of employment are subject to approval of the Board of Trustees. No offer is final for professional, managerial and faculty positions until a contract has been prepared and executed by the President or designee.

The following forms are required for appointment:

Application for employment: _____ Resume or CV: _____

Transcript (for positions requiring a degree) _____ Letters of Recommendation: _____

Ethics Acknowledgement Form: _____

Withholding Forms (state and federal) _____ I-9 Form(employment eligibility): _____

Social Security Card (copy or a copy of a previous W-2 statement or pay stub) _____

Prohibition Against Discrimination Acknowledgement Form: _____