

## MEMO TO HIRE FULL-TIME FACULTY

Date:

To: Provost and SVPAA

From:

CC:

RE: Memo to Hire Full-Time Faculty

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I recommend that (Title/Name)  
be issued a contract for:

One Year (12 month) ☐

Academic Year (9 month) ☐

Semester(s) (list)

Other

### Beginning:

The full year (12 month) ☐

at the salary of

The academic year (9 month) ☐

at the salary of

The semester:

at the salary of

### Budget Line for Salary

#### At the rank of: (mark EACH field that applies)

Instructor ☐

Visiting ☐

Clinical ☐

Assistant ☐

Associate ☐

Professor ☐

Resource

of:

(state subject area)

#### Type of Contract:

Tenure ☐

Non-Tenure Track ☐

List the "respond by" date in the contract as:

#### The contract should be mailed to:

Name:

Address

City

State

Zip

Home Phone:

Cell Phone

If contract is to be emailed to candidate: Email:

**Additional Information** (years brought in? reimbursed for moving? salary conditional on PhD completion?)