RECOMMENDATION FOR INTERVIEW/APPOINTMENT FOR GSC FULL-TIME FACULTY

INTERVIEW SECTION

To be completed by the Search Committee Chair or Department Head prior to the interview

Name:_____ Position Interviewing For Choose One _____
Last name, First name, MI

Discipline Choose One _____ Tenure Status Choose One _____ CIP Code_____

REQUIRED PRE-INTERVIEW DOCUMENTS ATTACHED

Faculty Personnel Record Form (application)
Faculty Qualifications Form
Interview Agenda
Letter of Application (optional)
Unofficial or Official Transcripts
Vita/Resume

Search Committee Chair or Department Head Recommendation

Dean Approval

Provost/VPAA Approval

Comments

ITEMS COMPLETED DURING OR IMMEDIATELY AFTER THE INTERVIEW

Security Questionnaire/Loyalty Oath (Completed at HR)
Criminal Background Request Form (Completed at HR)
Verification of Retirement Status (Completed at Hiring Department)
Your attachment of this form to Academic Affairs will be a copy, so it is the Hiring Department's responsibility to send the original to Human Resources.
Salary Justification Form (Completed by Department Head of Hiring Department)

APPOINTMENT SECTION

This section must be completed in order to have a written offer from the Provost/VPAA mailed to the candidate.

Search Committee or Department Head Recommendation

Dean Approval

Provost/VPAA Approval

VP Finance and Administration Approval

President Approval

OFFER DETAILS

To be completed by the Provost/VPAA

Effective Date of Appointment

Rank and Title

Salary

Comments:

VERBAL OFFER

☐ Accepted
☐ Declined

_____
Department Head verification of verbal offer