



Authorization for Securing New Faculty Administrators

This form, and all accompanying documents, should be uploaded (after receiving signatures except the VP) using the upload link at the bottom of the form.

Please prepare a contract for the person and position described below:

- 1. Name: _____
- 2. Address: _____
- 3. Position Title: _____
- 4. Unit: _____
- 5. Salary: _____
- 7. Number of Months: _____
- 6. Effective Date: _____
- 8. Contract Period: _____
- 9. Is this person a U. S. citizen? Yes No
If the answer is no, what is the appointee's visa or immigration status? _____

10. Is there additional information about the immigration status of this individual which we should be aware of and call to the attention of the International Student/Faculty Advisor?

- 11. UIN (if already has one): _____
- 12. Date of Birth: _____
- 13. Faculty Position Number: _____

Please attach copies of the following documents:

- **The candidate's vitae/resume**
- **The Affirmative Action Selection Report (Form 9)**
- **A draft paragraph for inclusion in the resolutions for the board of Visitors agenda materials.**

DEAN/DIRECTOR _____ **DATE** _____

VICE PRESIDENT _____ **DATE** _____

OEID Review: **Approved** **Denied**

OIED Representative _____ **DATE** _____

OIED Comments:

