

COLLEGE OF ARTS AND SCIENCES
REQUEST FOR FULL TIME LETTER of APPOINTMENT

Name of Candidate _____ BGSU ID# _____

Address (where contract is to be sent) _____

Email _____

Position # _____ HireTouch Requisition # _____

Incumbent/Functional Description _____

TERMS of APPOINTMENT:

Rank/Title _____ Salary \$ _____

Contract Period (check one box only)

Academic Year Fiscal Year Other (specify dates): _____

Type of Appointment (check on box only)

Tenure* Probationary (_____ of 6*)

Qualified Rank Renewable Terminal

Joint _____ (Unit) _____ (Unit)

*Prior service credit may be granted according to the terms of the CBA. Appointments with tenure will be made following the process for evaluating tenure candidates outlined in the CBA.

Budget to be charged if other than regular department/school:

_____ % _____ %
(Department #) (Department#)

Detail any agreements regarding start-up costs, space, summer assignments, travel support, moving expenses, course load, etc. Be certain all have been approved by the Dean (and VPREE, if applicable). Attach a separate memo or spreadsheet if necessary.

Signature, Chair/Director _____ Date _____ Department/School _____

Signature, Dean _____ Date _____

For A&S Office use only:

Fund: _____ DEPT: _____ A/C Code: _____ Cash: \$ _____ STRS: _____ FTE: _____