

Hiring Proposal Form

Applicant Details

Applicant Name:

Current Employee:

Position Details

Budgeted Position Number:

Position Title:

Department:

Home Campus Location:

Start Date:

End Date: (If Applicable)

Years toward tenure: (If Recommended)

Actual Starting Salary:

Benefits Eligible:

Budget Source

(If Split Funded)

Budget Cost String:

Secondary Budget Cost String:

Percentage Funded:

Budget Amount:

Relocation Amount:

Relocation Cost String:

ADP Timecard Approver:

Payroll Info: (Check All That Apply)

10 Month Faculty

Professional

12 Month Faculty

Graduate Assistant

PT Faculty

Tenure Track

Staff/Hourly

Limited Term

Admin (Dean/AVP/VP/President)

Exempt Status:

Pay Frequency:

Comments (Course Schedule, etc.)