

**SEATTLE PACIFIC UNIVERSITY
RECOMMENDATION FOR FACULTY HIRE**

Name: _____

Title: _____ Department: _____

New Hire Replacement Hire (incumbent): _____

FTE: _____ Rank: _____ Step: _____

Salary: _____

Matches recruiting requisition range CUPA/CCCU targets consulted

Tenure Track Non-Tenure Track Visiting/One-Year

Start Date: _____ Date of Pre-Tenure Review: _____

Date of Promotion Eligibility: _____ Date of Tenure Eligibility: _____

Notes: _____

DEAN'S SIGNATURE: _____ DATE: _____

VPAA'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

Offer Letter Sent: _____ *Due:* _____ *Acceptance/rejection received:* _____

Removal from advertising: *SPU Web-site* *CCCU Web-site*

Acceptance and PID sent to: *Human Resources* *Deans Office* *Date:* _____

PAF Signatures: VPAA: _____ *President:* _____ *PAF sent to HR:* _____

Contract Signatures: VPAA: _____ *President:* _____ *Contract mailed:* _____

Signed contract returned: _____ *Copy of contract sent to HR:* _____