

# STETSON UNIVERSITY

## PROFESSIONAL EMPLOYMENT RECOMMENDATION FOR FULL-TIME FACULTY

College/Library/School: \_\_\_\_\_

Name: \_\_\_\_\_ SUID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Has the above named candidate been previously employed by Stetson? \_\_\_Yes \_\_\_No

*If yes, when and in what capacity?* \_\_\_\_\_

Is the above named candidate for employment authorized to work in the U.S.? \_\_\_Yes \_\_\_No

*Please contact the Office of Human Resources immediately if the selected candidate does not have legal authorization to work in the U.S.*

### RECOMMENDATION TO THE PROVOST

Position, including Rank: \_\_\_\_\_

Department, Discipline or Field: \_\_\_\_\_

Primary Campus (circle one): DeLand Celebration

### COMPENSATION

Salary: \_\_\_\_\_

Moving Expenses: \_\_\_\_\_

Start-Up Funds: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other Special Components of Offer: \_\_\_\_\_

### TENURE DATES FOR TENURE-TRACK POSITIONS

Review Year: \_\_\_\_\_

*6<sup>th</sup> academic year from Start Date*

Prior Service Credit: \_\_\_\_\_

*Awarded Up to 3 Years*

Approved Tenure Review Year: \_\_\_\_\_

### QUALIFICATIONS

Does the candidate possess a terminal degree in the appropriate discipline from a regionally accredited institution within the U.S.? \_\_\_Yes \_\_\_No

*If no, a minimum of 18 graduate credits is required in the respective discipline. For those without such credentials, please attach a separate statement of qualifications addressing the appropriateness of the candidate's degree and/or experience.*

### ATTACHED ITEMS MUST INCLUDE

- \_\_\_ 1. Letter of application.
- \_\_\_ 2. Current curriculum vita.
- \_\_\_ 3. Three or more references (letters or summaries of phone calls) from non-Stetson-affiliated faculty or professionals.
- \_\_\_ 4. Official transcript from institution awarding highest degree (a copy is valid for 30 days).

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Dean Date

*The complete Professional Employee Recommendation (PER), the above-listed attached items, a brief biography of the new faculty member, and a Personnel Action Form (PAF) for hiring will be forwarded to the Office of the Provost and Academic Affairs by the Dean's Office after approval.*