**NinerTalent Faculty Hiring Proposal Blueprint**

This template is provided for Initiators and Approvers (i.e. Search Committee Chairs, Department Chairs, Department Admins, etc), so they can provide essential information needed to complete the hiring proposal in NinerTalent. This information needs to be provided to the Initiator.

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| --- | --- | --- |
| **New Hiring Proposal** | | |
| First Name | These fields will be pre-populated based on information the candidate entered in their Faculty Profile. | |
| Middle Name | These fields will be pre-populated based on information the candidate entered in their Faculty Profile. | |
| Last Name | These fields will be pre-populated based on information the candidate entered in their Faculty Profile. | |
| UNC Charlotte ID # (if applicable) |  | |
| **Position Information** | | |
| Position Number | These fields are pre-populated based on the position description chosen when beginning the hiring proposal | |
| Classification Title |
| Working Title | *(Pre-populated based on information entered into the posting, but can be changed to match the candidate’s title)* | |
| Rank | *Choose the faculty rank the candidate is being hired with (Professor, Associate Professor, Lecturer, etc)* | |
| Tenure Status | Permanent Tenure  Tenure Track  Not on Tenure Track | |
| Is Appointment Contingent? | Yes  No  *For example, Is the tenure track appointment contingent on faculty member receiving the terminal degree prior to their start date?* | |
| Contingency Details | *List the tenure track appointment contingency details (i.e. for example, should have Ph.D. by start date of xx/xx/xxxx, otherwise will be appointed as a Lecturer for a one year appointment)* | |
| Employment Type | Field will be pre-populated based on the posting. | |
| **Hiring Information** | | |
| Employment Begin Date |  | |
| Employment Ending Date |  | |
| Beginning Payroll Effective Date |  | |
| Ending Payroll Effective Date |  | |
| FTE |  | |
| Selection Summary and Justification | *Compared to other candidates, comment on the nominee's outstanding qualifications in terms of information received through the interview and selection process.* | |
| Annual Salary |  | |
| Salary Justification | *Based on hiring negotiations include a statement justifying the salary and other terms offered to the selected candidate.* | |
| Provide a summary of how efforts to diversity faculty were carried out |  | |
| Have the University and UNC System policies related to Conflict of Interest and the Concurrent Employment of Related Persons been thoroughly reviewed? | Yes  No  *Conflict of Interest Policy* [*(http://legal.uncc.edu/policies/up-102.2)*](http://legal.uncc.edu/policies/up-102.2) *and Concurrent Employment of Related Persons Policy* [*(http://legal.uncc.edu/policies/up-101.4)*](http://legal.uncc.edu/policies/up-101.4) | |
| Does this new hire create a Conflict of Interest or Concurrent Employment of Related Persons situation? | Yes  No  *If yes, attach an appropriate management plan that will be reviewed and updated annually, that addresses on-going supervision of work and reporting responsibilities, financial expenses, wage or other compensations approvals, and performance reviews. The plan is to be maintained within the hiring department and the Division office.* | |
| Notes | *Enter special terms in the Notes section below. If you are hiring a 9 or 12 month faculty member at less then 1.00 FTE please list FTE and explain in the Notes section below.* | |
| **Funding Source** | |  |
| Index/Fund | |  |
| Account | |  |
| Amount | |  |
| Percentage | |  |
| Please Indicate Funding Source Position # | |  |
| Fund Source | |  |
| **Verification of Credentials** | |  |
| *ACADEMIC CREDENTIAL REQUIREMENTS*   * *For Tenure Track faculty appointments a terminal degree, usually the earned doctorate, in the teaching discipline is required. If terminal degree is in process the appointment is contingent.* * *For Non-Tenure Track faculty who will teach courses at the graduate level a terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline, AND APPOINTMENT TO THE GRADUATE FACULTY is required.* * *For Non-Tenure Track faculty who will teach courses at the undergraduate level only a Master's degree in the teaching discipline, or Master's degree in related discipline PLUS eighteen graduate semester hours in the teaching discipline is required.*   *If faculty member does not hold the appropriate academic degree, but meets the criterion based on exceptional professional experience complete the Form AA-21 and attach in the Hiring Proposal Documents section.* | | |
| **Tenured and Tenure Track Appointment Academic Credentials** | | |
| Does the chosen candidate have a terminal degree in the discipline? | | Yes  No |
| Is terminal degree in process? | | Yes  No |
| If the terminal degree is in process, what is the expected date of degree completion | |  |
| **Non-Tenure Track Appointment Academic Credentials** | | |
| Does the chosen candidate have a Master's degree or higher in the discipline? | | Yes  No |
| Is the Master's degree in process? | | Yes  No |
| If the Master's degree is in process, what is the expected date of the Master's degree completion? | |  |
| **Verification of Work Experience** | | |
| Please describe how previous work experience was verified by telephone, or by written correspondence | |  |
| **Hiring Proposal Documents** | |  |
| Documents | | Concurrent Employment of Related Persons Management Plan  Reference Letter(s)  Other Documents  Start Up Package Memo  Differing Opinion Memo  Tenure Recommendation from DRC and Department Chair (Faculty)  Tenure Recommendation from the Dean (Faculty)  Draft Appointment Agreement for Assoc. Prof or Professor Appts (Faculty)  Waiver of Search Documents (Faculty)  PC-5 (Faculty Only) |
| **Salary Worksheet** | |  |
| Personnel Start Date | | These fields will be filled in by Academic Affairs. Human Resources will use this information to enter the candidate’s job record into Banner. |
| Personnel End Date | |
| Effective Start Date | |
| Effective End Date | |
| Personnel Action Type | |
| Home Department Org | |
| Employee Class | |
| FLSA Designation | |
| JCAT | |
| CUPA | |
| Months Per Year | |
| Annual Salary | |
| Notes | |