

RECOMMENDATION FOR SPECIAL FACULTY APPOINTMENT

Note: This recommendation must be approved by the appropriate academic administrator before any offer of employment, either oral or in writing, is extended.

	lege: ition #		Depa	artment				
CANDIDATE RECOMMENDED								
	ne of Candidate:	First Ethnicity:		Middle I.	Last			
NATURE OF APPOINTMENT								
Rank/Title: Lecturer Other (Specify) Special Terms:								
Details: Basis of Appointment: 9 mos.								
2			5. 6. 7.					
SELECTION SUMMARY AND JUSTIFICATION								
A.					fications in terms of information why other interviewed candidates			

B. List all candidates interviewed (including the candidate recommended for appointment). For each candidate not

Date: _____

selected, please provide non-selection reason(s).

	<u>Name</u>	Reason for non-selection	Reason for non-selection					
1.								
2.								
3.								
4.								
5.								
6.								
C.	List candidates who declined an interview and/or withdrew during the search. Include reason, if available							
D.	Based on hiring negotiations include statement justifying the salary, and other items, offered to the selected candidate. **See hiring negotiations checklist **							
Е.	If the nominee does not hold the appropriate terminal degree for the discipline, please attach an AA-21.							
COMPLETE APPLICANT FILE SHOULD INCLUDE THESE ATTACHMENTS								
Form PD-7 AA-02 AA-04 Vitae Original Transcript AA-38 (CBC Disclosure Form)								
AA-	34 🗌	AA-33 (only needed if search waived) EPA Profile (only if search was conducted)						
	CONCU	URRENT EMPLOYMENT OF RELATED PERSONS & CONFLICT OF INTERES	T					
Attach written management plan, if needed. By signing below we certify that University and UNC System policies related to Conflict of Interest (http://legal.charlotte.edu/policies/up-102.2) and the Concurrent Employment of Related Persons (http://legal.charlotte.edu/policies/up-101.4) have been thoroughly reviewed and reported by all parties at this pre-hire stage. If needed, an appropriate written management plan is in place. This plan will be updated and reported annually. The plan will be maintained in the hiring department and the Academic Affairs Division office. The management plan addresses on-going supervision of work and reporting responsibilities, financially-related expenses, wage or other compensation approvals, and performance reviews.								
		SIGNATURES						
Consultation with Assembled Faculty Committee								
Date	of Consultation	on: Differing Opinion, Statement Attached: Yes No						
CO	MMITTEE CH	HAIR: Signature Typed name						
		-yp	****					
DEP	PARTMENT C	CHAIR:	Date					
DEA	AN:							
		Signature Typed name	Date					
Con	nments:	Approved Approved with modifications Not Approved						