Proposed Appointee Name and Title:

Is this proposed appointee a current employee?

Proposed Date of Appointment:

Percent Time of Appointment:

Proposed Salary Offer:

Applicant Email:

How candidate qualifies for TOP funding:

* Racial-Ethnic Identity (specify):
* Gender (underrepresented in field):
* Disability:

Requesting Approval for what Stage:

Stage 1 Documents Needed:

* Candidate's current curriculum vitae
* Letter from Unit Executive Officer, indicating the financial support the unit will provide for this appointment as well as rationale for the hire in terms of:
	1. distinction of the candidate’s record
	2. candidate’s contributions to the strategic priorities of the unit and the college
	3. diversity goals of the unit
	4. data from the OEOA Faculty Report and
	5. need for faculty growth in the unit
* Dean approval/acknowledgement of request.

Stage 2 Documents Needed:

* Candidate's current curriculum vitae
* Letter from Unit Executive Officer, indicating the financial support the unit will provide for this appointment as well as rationale for the hire in terms of:
	1. distinction of the candidate’s record
	2. candidate’s contributions to the strategic priorities of the unit and the college
	3. diversity goals of the unit
	4. data from the OEOA Faculty Report and
	5. need for faculty growth in the unit
* Letter from the Dean providing rationale for TOP in this unit
* Letters of Recommendation