

**REQUEST TO APPOINT**  
**TO TEACHING, RESEARCH OR ACADEMIC PROFESSIONAL POSITION**  
(A formal offer may be made as soon as this **approved** form has been returned to college.)

Department \_\_\_\_\_ College \_\_\_\_\_

Name of Person Recommended: \_\_\_\_\_

Rank or title to be offered: \_\_\_\_\_ Position #: \_\_\_\_\_

Period and dates of appointment: \_\_\_\_\_

Total Salary \$	Source of Funds	Accounting Codes	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Duties to be performed (if split appointment, indicate percent of appointment by department/unit and specific duties in each department/unit):

Recommended appointment status: Probationary  Tenured  Special

Years credit toward tenure for previous experience if recommended: \_\_\_\_\_ Explain: \_\_\_\_\_

Has this person ever been employed by UND? \_\_\_\_\_ If yes, state dates and position: \_\_\_\_\_

English language proficiency:

Verbal and written English skills suitable for classroom instruction. Describe verification: (i.e., from correspondence, interview, etc.):

Remediation in English language proficiency planned. Explain:

RECOMMENDED BY:

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

(NOTE: PLEASE ATTACH ONE COPY OF THE DRAFTED LETTER OF UNDERSTANDING AND PREFERRED CANDIDATE'S CREDENTIALS, INCLUDING CURRICULUM VITA, LETTERS OF RECOMMENDATION, OFFICIAL TRANSCRIPTS, ETC. IN ADDITION, PLEASE INCLUDE ATTACHMENTS ACCORDING TO AAO CHECKLIST.)

APPROVAL SIGNATURES:

Affirmative Action Office \_\_\_\_\_ Date \_\_\_\_\_ Provost's Office \_\_\_\_\_ Date \_\_\_\_\_

File Copies distributed to: 1. Original to Dean 2. Department 3. Provost 4. AAO

**REQUEST TO APPOINT**  
**TO TEACHING, RESEARCH OR ACADEMIC PROFESSIONAL POSITION**  
(A formal offer may be made as soon as this **approved** form has been returned to college.)