

TEMPORARY CONTRACT RECOMMENDATION

Name of Person Recommended:	
Position Title:	
Position FTE:	Position #:
Department/Division:	
Recommended Appointment Duration:	
Begin Date:	End Date:
A waiver of the standard recruitment guidelines is recommended due to the following special circumstances:	
Department/Division Administrator Signature: _____ Date: _____	
<i>Do not extend an official job offer to the recommended appointee until all approvals are obtained in writing on this form.</i>	

HUMAN RESOURCES APPROVAL

Salary Placement:	Chief Human Resources Officer: _____	Date: _____
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OTHER REQUIRED APPROVALS

Budget Office: _____	Date: _____
Executive Dean: _____	Date: _____
President: _____	Date: _____