

Long Island University Authorization for Full-Time Faculty Appointment

Campus _____

School/College _____

Department/Division/Program _____

Rank of Faculty Vacancy _____

Proposed Salary _____

Note: If the proposed salary exceeds the entry-level salary provided for this rank by the pertinent collective bargaining agreement, written justification must be attached.

Where was this position advertised? _____

What measures were used to recruit female/minority applications? _____

Responses: Male _____ Female _____ Identifiable Minorities _____

Among the responses, how many were fully qualified for appointment on the basis of the criteria cited by the pertinent collective bargaining agreement for the rank proposed?

Male _____ Female _____ Identifiable Minorities _____

Note: If the number of qualified female or identifiable minority applicants is less than the total number of such applicants, an attachment must be included describing the inadequacies of each such applicant.

List the top five candidates in descending order of preference:

<u>Name</u>	<u>Gender</u>	<u>Race/Ethnic Identity</u>
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(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

Note: If there are fully qualified women and/or identifiable minority candidates but none in each category appears among the top five preferences, an attachment must be provided justifying disqualification of their candidacies.

Submitted by: _____ Date _____

Dean: _____ Date _____

NO CANDIDATE IS TO BE GIVEN AN OFFER OF FULL-TIME APPOINTMENT WRITTEN OR ORAL, UNTIL THIS FORM HAS BEEN SUBMITTED AND APPROVED. **THIS FORM MUST ACCOMPANY EVERY REQUEST FOR FULL-TIME FACULTY APPOINTMENT.** AND A COPY OF THE RESUME OF EACH OF THE FIVE TOP PREFERENCES MUST BE SUBMITTED.