

CVM Faculty Hire Memo

To: Dr. Nicholas Frank, Dean

From Department Head:

Dean's Approval

Re: Proposal to hire a faculty member

CVM Department:

Proposed faculty member's name:

Faculty Position:

Tenure Track

Non-Tenure Track

Full-time

Part-time (percentage appointment)

FTE assignment: (indicate a percentage in each box below)

Teaching Assignment

If "other" explain:

Professional Service

Academic service

Research / Scholarship

Proposed start date:

Proposed salary:

Proposed Start-Up Package:

Funds:

Personnel (list positions and funding source):

Equipment (list items, cost, and funding source):

Additional Notes (if any):