**Non-TAM HIRE FORM**

**UW-Whitewater Talent Acquisition Management**

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| --- | --- |
| Position #: ########  | Reports To: Last Name, First Name Empl. ID: 00###### |

Type of Hire: Choose an item. Type of Search: Choose an item. Type of Appointment: Choose an item.

Name: Prefix. Last, First, MI, Suffix. Appointment Type: [ ] Annual [ ] Academic Choose an item.

Email Address: email@address.com

|  |
| --- |
| Begins: Confirm date with HR. |
| Ends: Click here to enter a date. |

Division / College: Click here to enter text. Appointment Period:

Department / Area: Click here to enter text.

|  |  |
| --- | --- |
| Percentage of Time: | % (if applicable) |
| Base Salary: | $ (if applicable) |
| Contract Salary: | $ |
| Hourly Rate: | $ |

Building: Ex. Hyer Room #: Ex. 330 Office Phone #: Ex. 1024

Replacement for Whom: Last Name, First Name

Approver: Last, First. Backup Approver: Last, First.

|  |  |
| --- | --- |
| Official Title / Rank: | Click here to enter text. |
| Working Title: | Click here to enter text. |
| Code: | Click here to enter text. |

|  |
| --- |
| Position of Trust:[ ] Y [ ] N [Background Check Policy.docx](file:///C%3A%5CUsers%5Cspitzigta19%5CDesktop%5CBackground%20Check%20Policy.docx) |

|  |  |  |
| --- | --- | --- |
| Prog Code (10 digits) | % to be charged | $ to be charged |
| Prog Code (10 digits) | % to be charged | $ to be charged |
| Prog Code (10 digits) | % to be charged | $ to be charged |
| Prog Code (10 digits) | % to be charged | $ to be charged |

Charge to:

**Faculty/Academic Staff Only:**

**Education: List Degree, Discipline & Date**

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**Faculty Only:** Pursuant to UW-Whitewater Faculty Personnel Rules III (B)(8)(2), # years of prior service have been credited towards the reduction of the maximum probationary period of tenure; mandatory tenure decision is scheduled for: Click here to enter a date.

**Contingency:** Click here to enter text.

**Recommended for Hire By:**

Hiring Manager Use:

[ ]  PD Attached

[ ]  CV Attached

[ ]  Offer Letter Attached (if FA/applicable)

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Primary Department Chairperson/Director Date

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Division Administrator/College Dean Date

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Budget Officer (FA/AS ONLY) Date

Provost Date

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Chancellor Date

Last Revised: 1/24/2020