

**Instructions for Completing the
Employment Recommendation Form
(the form begins on the next page)**

Information requested:	Directions:
Name of candidate, etc.	Complete this section in full.
New hire, Promotion, etc.	Check all that apply.
Faculty or Academic Administrator/Staff	Put a check in the appropriate place.
Office/Dept	Give the department or office (e.g., English Department).
Date	Give the date the form is submitted.
Position Title or Rank	State the title or rank of the position (e.g., Assistant Professor, Clinical Supervisor).
Salary	State the agreed upon salary. (Note: the salary should be within the range listed on the Position Announcement Authorization Form.
Replacing	If the hire is replacing a current faculty/administrator/staff member, give the person's name (e.g., replacing Susan Smith). If the hire is a new position, eliminating adjunct coverage, state that (e.g., will teach 4 courses currently covered by adjuncts).
Cost Avoidance	Amount saved from current budget (e.g., if the hire will eliminate 4 adjunct stipends at \$2,500 each, then the cost avoidance is \$10,000.)
Effective Date	Give the date when the new hire will begin (e.g., start of Fall 2004 or Mar 1, 2004).
Funding Source (if applicable)	If the position is funded in part or whole by a grant or source other than the normal College personnel budget, note that.
Authorization Position Number	Copy from the Position Announcement Authorization Form that was returned to the department/office when the position was approved.
GL #	Copy from the Position Announcement Authorization Form the GL account number to which the salary is to be charged.
Highest Degree	Give the highest degree (e.g., Ph.D., MFA, MBA).
Year Earned	Give the year in which the highest degree was earned (e.g., 2000).
Faculty or Acad Admin/Staff - type of position	Put a check in the appropriate place.
Tenure Year	If this is a Tenure-Track position, give the academic year when the new hire will stand for tenure (e.g., 2006-2007).
Acad Admin/Staff - Pay Grade Classification #	Give the pay grade classification number (e.g., 430, 530).
Duration of Appointment	Put a check in the appropriate place.
Recruitment Resources	Be specific; cite particular journals, websites, organizations.
Reasons for Recommendation	Give the rationale for recommending this particular candidate.
Candidate Pool	Give the total number of applications received. Attach the latest EEO Summary Information from HR.
Profile of Finalists Interviewed	Complete the table on the form.
Profile of Finalist Selected	Complete the table on the form.

Candidate has accepted _____
(initial & date)

Loyola College
Academic Division
Employment Recommendation

Name of Candidate Recommended:

Last First Middle
Social Security # _____ Visa Status/Citizenship _____

(Address) Street City State Zip Phone

____ New Hire
____ Promotion From (Title) _____ To _____
____ Transfer From (Dept) _____ To _____
____ Prior College Service From (Date) _____ To _____
____ Change in Title From (Title) _____ To _____
____ Other: _____

____ **Faculty**

____ **Academic Administrator/Staff**

Office/Dept.: _____ **Date:** _____

Position Title or Rank: _____ **Salary:** _____

Replacing: _____ **Cost Avoidance:** _____

Effective Date: _____ **Funding Source:** _____
(if applicable)

Authorization Position Number: _____ **GL#:** _____
(copied from Position Announcement Authorization Form) (copied from Position Announcement Form)

Highest Degree: _____ **Year Earned:** _____

Faculty: (check one; for tenure-track give the tenure year)

____ Tenure-Track Tenure Year _____
____ Non-Tenure-Track Full-time ____ Clinical Full-time
____ Four-fifths-time (core) ____ Half-time ____ Clinical Part-time _____ %

Academic Administrator/Staff: (check one and give the pay grade classification #)

____ Full-time ____ Part-time (#hrs/wk) _____ ____ Temporary, End Date: _____
Pay Grade Classification #: _____

Duration of Appointment: ____ 10 months ____ Semester ____ 12 months ____ Other

INDICATE RECRUITMENT RESOURCES UTILIZED: (e.g., Publication, Organization, etc. attach additional pages as needed).

INDICATE REASON(S) FOR RECOMMENDING THIS CANDIDATE: (attach additional pages as needed)

CANDIDATE POOL

Total number of applications _____ **Attach EEO Summary Information from HR**

Profile of Finalists Interviewed:

# of CANDIDATES	GENDER	AM INDIAN	AFRICAN AM	ASIAN	HISPANIC	WHITE	OTHER	DISABILITIES	VET.
	M								
	F								

Profile of Finalist Selected:

GENDER	RACE/ETHNICITY	DISABILITIES	VETERAN

Approvals

Dept. Chair / Director: _____ Date: _____

Dean: _____ Date: _____

Vice President: _____ Date: _____

Original to: _____ Human Resources
Copies to: _____ Department Chair _____ Dean
 _____ Asst. VP, Acad. Affairs & Diversity _____ Vice President for Academic Affairs
 Other Distribution _____
 (specify)