



**REQUEST TO HIRE**

**Applicant's Full Name** \_\_\_\_\_

**Recommendation to Hire Made By** \_\_\_\_\_

**Title of Position** \_\_\_\_\_

**Recommended for:**

- Non-Classified position**
- Classified position**  
Pay Grade \_\_\_\_\_  Exempt  Non-Exempt
- Full-time Faculty**  
 Tenure-track  Non-tenure track Department of \_\_\_\_\_
- Contracted Services**
- Part-time Temporary**
- Coach/Athletics**
  - Part-time Temporary  
Housing Provided?  YES If yes, where? \_\_\_\_\_  NO
  - Full-time  
Amount for Coaching duties \$ \_\_\_\_\_  
Amount for Teaching duties \$ \_\_\_\_\_

**Total Recommended Salary** \$ \_\_\_\_\_ **Salary at time of hire** \$ \_\_\_\_\_

**Length of Contract** \_\_\_\_\_ months

**Beginning Date of Employment** \_\_\_\_\_

**Approved:** \_\_\_\_\_

Peter B. Barr, President

**\*\*\*Please attach a current resume, official transcript (reflecting highest degree earned), job description and any other pertinent materials.**