

TEMPORARY APPOINTMENT RECOMMENDATION

Name of Person Recommended:	L#:
Position Title:	
Position FTE:	Position #:
Department/Division:	Salary Placement:
Recommended Appointment Duration:	End Date:
Begin Date:	
A waiver of the standard recruitment guidelines is recommended due to the following special circumstances:	
Department/Division Administrator or Executive Dean Signature:	Date:
<i>Do not extend an official job offer to the recommended appointee until all approvals are obtained in writing on this form.</i>	

HUMAN RESOURCES APPROVAL

Human Resources Manager:	Date:

OTHER REQUIRED APPROVALS

Budget Office:	Date:
Executive Dean/Vice President:	Date:
President:	Date: