

McNeese State University
LETTER OF INTENT TO EMPLOY

TO: VICE PRESIDENT _____

FROM: _____

DATE: _____

The Letter of Intent to Employ must be completed and signed prior to extending an offer of appointment.

I recommend the following candidate for the position described. I have enclosed an application and interview flow chart form, three letters of recommendation, requirements for obtaining tenure, an approved board of supervisors' certification form, and official transcript(s).

Employees may be terminated if documentation necessary to complete the personnel file is not received.

POSITION CONTROL#: _____ **APPOINTMENT DATE:** _____

NAME: _____ **SS#:** _____
First Middle Last

RANK: _____ **TITLE:** _____

THIS POSITION IS : New _____ Replacement _____ Temporary _____
Part-Time _____ % Full-Time _____ 9- Month _____ 12-Month _____

THIS POSITION WILL REPLACE: _____

THIS POSITION IS TEMPORARY FOR: _____ One-Year _____ Less Than One-Year

For temporary appointments (interim, acting or one-year), hiring procedures must be complete before the 12-month period has elapsed for filling this position on a permanent basis.

DEPARTMENT: _____ **BUDGET PAGE #** _____ **BUDGET LINE #** _____

EDUCATION:
Degree/Date Awarded Major Institution

DEGREE DESIGNATIONS (BUDGETARY PURPOSES):

Bachelor _____ Master's _____ Master's + Hours _____ ABD _____ PhD _____

Applicant has at least 18 graduate hours of course work in this field _____ YES _____ NO

YEARS OF FULL-TIME TEACHING (Exclude G.A.) _____ **YEARS OF OTHER PROFESSIONAL RELATED EXPERIENCE** _____ **TOTAL YEARS EXPERIENCE** _____

****PLEASE INDICATE WHAT LEVEL COURSES FACULTY MEMBER WILL TEACH (Select all that apply)** _____ GRADUATE _____ UNDERGRADUATE

SALARY: _____

COMMENTS: _____

APPROVED:

| | | | |
|--|---------------|---------------------------|---------------|
| _____ Department Head | _____ Date | _____ Dean or Director | _____ Date |
| _____ Assistant Vice President for Academic Affairs | _____ Date | _____ Vice President | _____ Date |
| _____ President | _____ Date | | |