

UNIVERSITY OF NORTHERN COLORADO
REQUEST FOR DIRECT APPOINTMENT

UNC is an AA/EO employer and is committed to fostering diversity in its student body, faculty and staff.

HIRING AUTHORITY: Print position information below and forward for signature approval.

Date _____ Hiring Unit/College _____

Supervisor _____

Person Being Replaced (if applicable) _____

Position Title _____ Position # _____

(Attach PDQ and resume)

Reason for Request _____

Name of Appointee _____ Social Security Number _____

Signature of Dean/Director/Coordinator _____

VICE PRESIDENT REVIEW

Approved _____ Not Approved _____

Reason(s) for Non-Approval (if applicable) _____

Recommended Alternative _____

Vice President _____ Date _____

HUMAN RESOURCES REVIEW

This appointment has been reviewed for compliance with the University's Hiring Procedures and Affirmative Action/Equal Opportunity Guidelines. Satisfactory completion of a background check is required after a conditional offer of employment has been made.

Director of Human Resources _____ Date _____

PRESIDENT REVIEW

Approved _____ Not Approved _____

Reason(s) for Non-Approval (if applicable) _____

Recommended Alternative _____

President _____ Date _____