

Request for Direct Appointment



UNIVERSITY OF NORTHERN COLORADO

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NORTHERN  
COLORADO

Office of Human Resources

Carter Hall, Room 2002, Campus Box 54,

Greeley, CO 80639

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: \_\_\_\_\_

\_\_\_\_\_ Bear #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Dean/Director/Coordinator

**VICE PRESIDENT REVIEW**

Approved     Not Approved

Reason(s) for Non-Approval (if applicable): \_\_\_\_\_

\_\_\_\_\_

Recommended Alternative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date