

Candidate has accepted _____
(initial & date)

Loyola University Maryland
Academic Division

Employment Recommendation

Name of Candidate Recommended:

Last First Middle
Social Security # _____ Visa Status/Citizenship _____

(Address) Street City State Zip Phone

___ New Hire
___ Promotion From (Title) _____ To _____
___ Transfer From (Dept) _____ To _____
___ Prior College Service From (Date) _____ To _____
___ Change in Title From (Title) _____ To _____
___ Other: _____

___ Faculty ___ Academic Administrator/Staff

Office/Dept.: _____ Date: _____

Position Title or Rank: _____ Salary: _____

Replacing: _____ Cost Avoidance: _____

GL: _____ Funding Source: _____
(copied from the Position Announcement Authorization) (if applicable)

Effective Date: _____ Tenure Year: _____
(if applicable)

Highest Degree: _____ Year Earned: _____

Faculty: ___ Tenure Track ___ Non-Tenure Track
___ Full-time ___ Part-time (% of full time) _____

Academic Administrator/Staff:

___ Full-time ___ Part-time (#hrs/wk) _____ Temporary : End Date: _____

Duration of Appointment: ___ 10 months ___ Semester ___ 12 months ___ Other

**NOTE: Instructions for completing this form can be found at
www.loyola.edu/academicaffairs/resources/info_chairs.html#Hiring**

INDICATE RECRUITMENT RESOURCES UTILIZED: (e.g., Publication, Organization, etc. attach additional pages as needed).

INDICATE REASON(S) FOR RECOMMENDING THIS CANDIDATE: (attach additional pages as needed)

CANDIDATE POOL

Total number of applications _____ **Attach EEO Summary Information from HR**

Profile of Finalists Interviewed:

# of CANDIDATES	GENDER	AM INDIAN	AFRICAN AM	ASIAN	HISPANIC	WHITE	OTHER	DISABILITIES	VET.
	M								
	F								

Profile of Finalist Selected:

GENDER	RACE/ETHNICITY	DISABILITIES	VETERAN

Approvals

Dept. Chair / Director: _____ Date: _____

Dean: _____ Date: _____

Vice President: _____ Date: _____

Original to: _____ Human Resources
Copies to: _____ Department Chair _____ Dean
 _____ Asst. VP, Acad. Affairs & Diversity _____ Vice President for Academic Affairs
 Other Distribution _____
 (specify)