



# PERSONNEL ACTION FORM

For all regular professional, faculty and executive/administrative/managerial appointments.

Position Title \_\_\_\_\_

## EMPLOYMENT CATEGORY

- 9-Month       12-Month       Other (Specify)
- Faculty       Executive/Administrative/Managerial       Professional
- Existing Position       New Position
- New Appointment       Promotion       Sabbatical       Transfer       Other (Specify)

## PERIOD OF APPOINTMENT

Begins \_\_\_\_\_ Ends \_\_\_\_\_

Recommended Salary \_\_\_\_\_ Budgeted Salary \_\_\_\_\_

Source of Funds \_\_\_\_\_ Position/Job Number \_\_\_\_\_

## RANK (If Applicable)

- Lecturer       Instructor       Assistant Professor       Associate Professor       Professor

Special Conditions: \_\_\_\_\_

## PROFILE OF PERSON RECOMMENDED

Name \_\_\_\_\_ Previous Position Title \_\_\_\_\_

Years of Higher Education Experience \_\_\_\_\_ Years of Other Professional Experience \_\_\_\_\_

## DEGREES

Institution/Year \_\_\_\_\_

Institution/Year \_\_\_\_\_

Institution/Year \_\_\_\_\_

Current/Last Employer \_\_\_\_\_

**FOR ADDITIONAL COMMENTS, PLEASE USE BACK SIDE OF FORM.**  
Contact the Office of Human Resources at (580) 581-2245 if you have questions.

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appropriate Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date