

Kansas State University
OFFICE OF AFFIRMATIVE ACTION

Date: _____

PLEASE SUBMIT THE ORIGINAL OF THIS FORM TO THE OFFICE OF AFFIRMATIVE ACTION AFTER APPROVAL HAS BEEN GIVEN TO OFFER THE POSITION AND THE CANDIDATE HAS ACCEPTED THE OFFER.

1. Name as it will appear on the contract: _____

2. Mailing Address: _____

3. Date of Campus Visit: _____

Interviews with Administrative Officers: _____

4. After consultation with the faculty, the Head of the Department of [] recommends that the candidate named above be offered an appointment with the rank of []; area of emphasis []; at an actual salary of \$ [] per hour¹, or \$ [] bi-weekly², or \$ [] annually³ on a [] nine month, [] twelve month basis, beginning [], at [] percent time. Highest degree: [] from [] (to be) awarded [] (date).

5. a. Will the candidate have teaching and or advising responsibilities? Yes No

If yes,

b. Was the candidate interviewed by at least three KSU personnel? Yes No

c. Was spoken language competency assessed in these interviews? Yes No

d. Was spoken English Language found to be adequate? Yes No

e. Was spoken English language competency assessed by a student? Yes No

If A is yes, submit a completed copy of the HR PER-20 along with the HR PER-38 to Human Resources.

6. State any special circumstances or contingencies required for this appointment:

[]

**ADMINISTRATIVE/SERVICE
APPOINTMENT**

Regular

Term, ending []

FACULTY APPOINTMENT

Regular

Tenured

Tenure-track

Term, ending []

Department Head Signature

Date

Dean/VP/Provost/President Signature

Date

¹ Use the per hour section when the pay is less than \$23,660 annually (\$455 per week) for a term or regular administrative/service appointment.

² Use the bi-weekly section for a term administrative/service appointment when the pay is greater than \$23,660 annually and for a term faculty appointment regardless of salary.

³ Use the annually section for a regular administrative /service appointment when the pay is greater than \$23,660 annually and for a regular, tenure-track or tenured faculty appointment regardless of salary.