

**Kansas State University**  
**OFFICE OF AFFIRMATIVE ACTION**

Date: \_\_\_\_\_

Please submit an original of this form to the Office of Affirmative Action after the Background Check Manager has informed the hiring authority that the final candidate passed the criminal background check and after the final candidate has accepted the job 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 hour<sup>1</sup>, or \$ [ ] bi-weekly<sup>2</sup>, or \$ [ ] annually<sup>3</sup> 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 was assessed in these interviews and found to be adequate.  Yes  No  
d. Was spoken English language competency assessed by a student?  Yes  No

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

<sup>1</sup> Use the per hour section when Human Resources designates the position non-exempt from FLSA (eligible for overtime).

<sup>2</sup> Use the bi-weekly section for a term Administrative Service appointment when Human Resources designates the position FLSA Exempt, regardless of salary and for a term Faculty Appointment, regardless of salary.

<sup>3</sup> Use the annually section for a regular Administrative Service Appointment when Human Resources designates the position FLSA Exempt, regardless of salary and for Regular, Tenure-track or Tenured Faculty appointment regardless of salary.