

RECOMMENDATION FOR FACULTY APPOINTMENT

(For use with all faculty appointments)

STOP! Are you requesting this appointment for an individual who taught or did research for your unit in the same position during the most recent adjoining semester to the start date of this requested appointment? If yes, is it the same title, benefit status, and course type (undergraduate/graduate)? If yes, the college should issue a renewal letter and include start and end dates, salary, title, and responsibilities and expectations. If you are unsure, please contact us. These types of appointments are called renewals. Only reappointments due to a change in title, benefit status, or course type need to be processed by our office.

Academic Unit: _____

Candidate Name: _____ Candidate Email: _____

Position Title: _____ Position Type: TTF NTTF % FTE: _____

Position Number: _____ New: Existing: Interfolio ID (if applicable): _____

Salary: _____ per Year (annual) Appointment Period Other: _____

Appointment Period: Start _____ End (NTTF only) _____

Appointment Type: Academic (9mo) Calendar (12mo) Benefitted: Yes No

Faculty Vote (Full-Time NTTF only): For _____ Against _____ Recuse _____ No Response _____

US citizen/permanent resident? Yes No If no, what is the country of citizenship? _____

Please Note: If the candidate is not a US citizen please contact the Center for Global Engagement (International Student and Scholar Services) immediately to ensure timely processing of visas. Visitors who will be engaged in research should also contact the Office of Research, Innovation, and Economic Development (ORIED).

Source of BASE salary funds (include information regarding salary sources for joint appointments, endowed chairs, etc.):

<i>Cost Center</i>	<i>\$ Amount</i>
_____	_____
_____	_____
_____	_____

Cost center to charge background check: E _____

TTF Only

Date Terminal Degree Received¹: _____ Or Expected²: _____

Special Approvals³: Opportunity Hire Spousal Hire TUIA Other: _____

Please Note:

1. If the candidate's terminal degree is not in the same educational area as the unit they are being hired into, please attach a memo of Alternate Credentialing to the RFA addressing the candidate's qualifications to teach within the department. See <https://ie.utk.edu/wp-content/uploads/sites/106/2020/11/UTK-Faculty-Credentialing.v19.pdf> for more information.
2. If the candidate does not complete the terminal degree by the date of appointment, the appointment will be at the rank of Instructor at a reduction in salary. Reduced salary is determined by the Office of the Provost using a sliding scale.
3. Please attach documentation of special approvals.

NTTF Only

Has the candidate received a terminal degree in the assigned discipline? Yes No

Degree Received: _____ Level of Courses Taught: Undergraduate Graduate

Has alternate credentialing previously been submitted for this candidate for the courses assigned in this request? Yes No

Assigned courses:

<i>Course #</i>	<i>Course Name</i>	<i>Course #</i>	<i>Course Name</i>
_____	_____	_____	_____
_____	_____	_____	_____

If course will be co-taught, what percent will be taught by this individual? _____

Assigned Responsibilities:

- Teaching ____ % Research ____ % Service/Admin ____ %
 Supervising /Advising ____ % Other: _____ %

Please Note:

If the candidate does not have a terminal degree in the assigned discipline and/or will be teaching courses at the graduate level, alternate credentialing is required. Please attach a completed Alternate Credentialing Form (<https://provost.utk.edu/wp-content/uploads/sites/10/2023/04/Alternate-Credentialing-Form.pdf>) to the RFA. See <https://ie.utk.edu/wp-content/uploads/sites/106/2020/11/UTK-Faculty-Credentialing.v19.pdf> for more information.

ORNL Joint Faculty Only

ORNL Based UTK Based Percentage allocation of effort: UTK ____% ORNL ____%

Proposed salary total: _____ Allocation of Salary: UTK _____ ORNL _____

Explanation of any unusual circumstances or agreements pertaining to this appointment (if applicable):

Approved: _____ Date: _____
Department Head/Director

Approved: _____ Date: _____
Dean/Associate Dean

Approved: _____ Date: _____
Vice Provost for Faculty Affairs