



Hire Memo

To: _____ Date: _____

From: _____

Name of person to hire: _____

Department: _____

Percentage of effort: Full-Time 100% Part-Time _____ %

Work Location: On Campus Remote In-State Remote Out-of-State

Title of position: _____

Annual Salary: _____ or Hourly Rate: _____

PG# to be used: _____ Start Date: _____

Job Requisition Number: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Faculty:

Tenure Track? Yes No

Approved:

Direct Supervisor Date

Vice Chancellor for Administration Date

Chancellor Date

Vice Chancellor for Academic Affairs (If Applicable) Date

Vice Chancellor for Enrollment & Student Engagement (If Applicable) Date