



Name: _____ Employee ID (if available): _____

Job Title: _____ Administrative Title (if applicable): _____

College: _____ Anticipated Hire Date: _____

Dept./Unit Offering Tenure: _____

Faculty member tenured at previous institution? YES NO

Unit vote count on tenure (please indicate the number in each category below):

FOR _____ **AGAINST** _____ **ABSTAIN** _____

Please attach a brief memo that outlines the rationale for hiring this candidate with tenure. Note: If applicable, an explanation of split votes must accompany the statement of rationale. Abstentions are strongly discouraged except in cases of conflict of interest.

This statement should also include:

- Name, rank, highest degree awarded and corresponding discipline, and school of highest degree;
- A brief history of the candidate’s career, places worked, and importance of publications, grants, awards, etc.;
- An explanation of how this candidate is expected to add to faculty and/or administration by joining UCF; and
- Confirm the department/school and college/unit supports the candidate’s hire with tenure.

It is my recommendation that _____ receive tenure upon hire.

Department/Unit Head Name (Printed) Department/Unit Head Signature Date

Dean Name (Printed) Dean Signature Date

FOR PERSONNEL ADMINISTRATION USE ONLY:

Approved Not Approved

Provost/Provost Designee Name (Printed) Provost/Provost Designee Signature Date

Submit completed form via email to Personnel Administration at acadadm@ucf.edu for pre-review and approval prior to extending an unofficial offer to the prospective candidate. Please be sure to include this form with the hiring documentation as outlined in the Faculty Hiring Guide.