



\*Recommended by: \_\_\_\_\_  
Department Chair Date

\*Recommended by: \_\_\_\_\_  
Dean/Appropriate Administrator Date

\*Approved by: \_\_\_\_\_  
Division Administrator Date

**\*If candidate is split between divisions, both administrators and both deans must sign.**

---If appointment is (1) Probationary Faculty; (2) Limited; (3) Probationary Academic Staff; or (4) Start of Rolling Horizon, then must be approved by the Chancellor

---If **international hire is made**, contact Human Resources for completion of the U.S. Department of labor, Labor Condition Application for H-1B Nonimmigrants

**Approved by:** \_\_\_\_\_  
Chancellor Date

\*\*9 **“Is renewal of this contract intended?”** A “no” response means that the statement “a renewal of this contract is not intended,” will be included in the appointment letter issued to the individual. With this statement in the contract, no further notice need be given the person regarding the renewal or nonrenewal. A “yes” response means that this statement will not be included in the appointment letter, and the usual notice of renewal or nonrenewal must be given to the person by the appropriate date for such notice, as specified in the *“Faculty/Academic Staff/Limited Appointees Handbook.”*

\*\*10 **“Will there be an evaluation period in the first two months of the initial employment period?”** The purpose for this question is contained in UW-Stout 10.03(1) in the *“Faculty/Academic Staff/Limited Appointees Handbook.”* A “yes” response, indicating an initial evaluation period, means that dismissal during the evaluation period is not subject to UWS 11, which covers dismissal for cause.

\*\*11 **“Requested beginning date of contractual employment.”** Beginning and ending dates of the contract are inserted here. Note: Beginning date of contractual employment is **not always** equivalent to the *“Requested reporting date.”*

\*\*12 **“Requested reporting date.”** This may be different than the beginning date of the contract in some instances. Examples include: Employment for Semester II – The dates of contractual employment would be the entire semester II period (for instance, January 8, 1998 to May 24, 1992) but the employee may not actually report to work until the first day of classes (January 20). In this example, January 20 would be the “Requested Reporting Date.”

\*\*16 **“Specific conditions of employment.”** Include qualification requirements included in the vacancy announcement advertisements. Examples: PhD before tenure, certification in one year, etc.

\*\*17 **“Total Fiscal Year FTE”** This is the proportionate amount of a full allocation which the individual will require. An individual who is working full time for the fiscal year will require a full 1.00 allocation. FTE used may be calculated by dividing the “Actual Salary Paid” by the “Full-Time Base.”

**\*\*Working percent within period.”** During the time period the individual is to be employed, state the percent of time the individual will work. An individual working full time will show as 100 percent. A person working half-time will show as 50 percent.