

Fashion Institute of Technology
College-wide Tenure & Promotion Committee

Application for Hiring New Faculty

Candidate's Name:	Full-time: <input type="checkbox"/> Acting/Temporary <input type="checkbox"/> Adjunct: <input type="checkbox"/>
School/Division:	Department:
Chairperson:	Recommended Rank/Salary Step:
Effective Date:	Classroom Faculty: <input type="checkbox"/> Non-classroom Faculty: <input type="checkbox"/>

All appointments to full time faculty positions at any rank, exclusive of appointments of Directors or Administrative Heads in non-classroom faculty areas, shall be made by the President of the College after having been reviewed by the qualified voters of the Department or Area, the School/Division Dean or Director and the Vice President.

If a candidate is being considered for a rank higher than the first step of Instructor, and the majority vote is for approval, the candidate's name, together with the School/Division Dean or Director, recommendations shall be sent to the College-wide Tenure and Promotion Committee for consideration and recommendation to the President.

The following must be attached to this application: Department recommendation, candidate's curriculum vitae, the position announcement, (peer reviews and student evaluations if currently an FIT adjunct), department/school/division hiring criteria and any additional background information that may be considered pertinent for this position.

Department Vote - Recommendation for Hiring:

Date Vote Taken:	
Indicate Number of Faculty Eligible to Vote*: F/T: _____ CCE: _____ <i>*A majority of the full-time eligible voters of the Department constitutes a quorum.</i>	Indicate Number of Faculty Voting: F/T: _____ CCE: _____ Absent: _____
Records of Votes: Yes: _____ No: _____ Abstain: _____	
The Department recommends the hiring of this candidate: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Department Vote - Recommendation for Hiring Above Step 0:

(Note: If the department is recommending to hire above the first step, this vote must be a separate vote from the department vote to hire.)

Date Vote Taken:	
Indicate Number of Faculty Eligible to Vote*: F/T: _____ CCE: _____ <i>*A majority of the full-time eligible voters of the Department constitutes a quorum.</i>	Indicate Number of Faculty Voting: F/T: _____ CCE: _____ Absent: _____
Records of Votes: Yes: _____ No: _____ Abstain: _____	
The Department recommends the hiring of this candidate above Step 0: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please complete for current adjunct faculty:

Initial Date of Hire:	Total # of Hours to date:
Was CCE granted? Yes <input type="checkbox"/> No <input type="checkbox"/>	CCE Date:

Candidate's Name: _____ Department: _____

Please include a department statement for all candidates recommended for hire (and justification for proposed rank and schedule/step based on School/Division hiring criteria if the department has voted to hire above the first step.)

- **If recommending for hire please attach:**
 - Department/School/Division Hiring Criteria
 - Position Announcement
 - CV/Resume
 - Peer reviews/Student Evaluations (if currently adjunct)
 - Department Statement

- **If recommending for hire above step "0" also attach:**
 - Justification for Proposed Schedule/Step Based on Department, School/Division Hiring Criteria

Department's Recommendation:

Recommended Rank: _____ Salary Schedule and Step: _____

Department Chairperson's Signature: _____ Date: _____

Department Minority Statement (if applicable, please attach)

School/Division Dean's Recommendation:

Recommended

Not Recommended

Recommended Rank: _____ Salary Schedule and Step: _____

Dean's Signature: _____ Date: _____

College-Wide Tenure and Promotion Committee's Recommendation:

Recommended

Not Recommended

Recommended Rank: _____ Salary Schedule and Step: _____

T&P Chairperson's Signature: _____ Date: _____

Comments: _____

Vice President's Recommendation:

Recommended

Not Recommended

Recommended Rank: _____ Salary Schedule and Step: _____

Vice President's Signature: _____ Date: _____

President's Decision:

Appointment Approved

Appointment Not Approved

Recommended Rank: _____ Salary Schedule and Step: _____

President's Signature: _____ Date: _____