**BUFFALO STATE**

**FACULTY & PROFESSIONAL APPOINTMENT FORM**

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| **Employee Information:** |
| Salutation | Last Name      | First Name      | Middle Initial      |
| Street Address      | City      | State      | Zip Code      |
| U.S. Citizen? [ ]  Yes [ ]  No | If no, type of Visa: |       |
| Retired Public Employee? [ ]  Yes [ ]  No | If yes, Retirement Date: |       | Retirement System: |  |
| Previous/Current New York State Service? [ ]  No [ ]  Yes, at:  |       |

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| **Employment Recommendation:** |
| Budget Title |       | Rank |       |
| Local Title (if different from Budget Title) |       |
| Department |       |
| Account No. |       | Payroll Expense Type |  | Line # |       | FTE |       |
| If part-time faculty, total credit hours or credit hour equivalent\* |       |  |
| \*Required field for part-time faculty. This number determines eligibility for health insurance. Your signature certifies the number is accurate. |
| Salary |       | Pay Mode  |  | Expected Total Compensation |       |
| Position Type |  | Appointment Type |  |
| Professional Obligation |  | If College Year is selected, specify obligation dates: |       |
| Effective Date |        | Expiration Date |       |
| Essential Service Designation: |  |
| Contract Stipulations or Notes: |       |
| Resources to complete this form is available at http://hr.buffalostate.edu/hrm-procedures-manual or call HRM at ext. 4822. |

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| ***The following items are required before a contract can be generated:*** |
| [ ]  Approved Position Release (required for annual salary rate positions with personal service resources)[ ]  Resume/Vita attached[ ]  Official Transcripts (confirmation of highest degree) attached[ ]  Reference Checks[ ]  Background Check Release (note date HRM confirmed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Obligation Form for Part-Time Faculty[ ]  Graduate Faculty Status (Attach copy of approved Graduate Faculty Appointment Form) |

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| **Approvals:** |
| 1. Supervisor/Department Head/Chair      |  | Date      |  | 4. Financial Management (FM)      |  | Date      |
| 2. Dean/Director/AVP      |  | Date      |  | 5. Human Resource Management      |  | Date      |
| 3. Provost / Vice President / CIO      |  | Date      |  | 6. President      |  | Date      |
| **Distribution:** Provost/VP/CIO, Supervisor/Dept Head/Chair, Dean/Director/AVP, Equity & Diversity, FM, HRM, Benefits, Payroll Rev 5/2020 |