UNIVERSITY OF MARYLAND EASTERN SHORE  
DIVISION OF STUDENT AFFAIRS  
Exempt Staff Appointment Recommendation for Student Affairs  
(Incomplete forms will be returned)

APPROVAL IS REQUESTED FOR THE FOLLOWING:

Please (x) in the appropriate box:  ☐ New  ☐ Amendment  ☐ Returning Faculty  Date of Last Appointment: ____________

CANDIDATE

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
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</thead>
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MAILING ADDRESS __________________________________________

TELEPHONE ___________________________  VISAL STATUS ____________

POSITION (TITLE) _________________  Employing Department(s) ________________

Does the candidate have or anticipate concurrent employment in another department or unit?  ☐ No ☐ Yes

If yes, provide name of department/unit. ______________________________________

Is the individual a UMES student?  ☐ No ☐ Yes  TYPE OF CONTRACT:  ☐ 12 months  ☐ Full-time  ☐ Part-time

APPOINTMENT PERIOD ________________________ TO ________________________

SALARY RATE ___________________ EXACT __________________

BUDGET INFORMATION (FAS and/or Funding Source) __________________________________

SPECIAL CONDITIONS: __________________________________

OTHER (SPECIFY) __________________________________

________________________________________________________________

SUPPORTING DOCUMENTS

RESUME’ (Can be attached)  COMPLETE  INCOMPLETE

UMES APPLICATION (Should be sent directly to Human Resources)  COMPLETE  INCOMPLETE

LETTERS OF RECOMMENDATION/REFERENCES (Can be attached)  COMPLETE  INCOMPLETE

OFFICIAL TRANSCRIPTS (Should be sent directly to Human Resources)  COMPLETE  INCOMPLETE

I certify that the above information is correct.

Signature ___________________________________________ Date ________________

(Associate/Assistant Vice President for Student Affairs)

Sponsored Programs ___________________________________________ Date __________

(if applicable)

Title III ___________________________________________ Date __________

(if applicable)

Dr. Marie Billie ___________________________ Date __________

Director, Human Resources

Dr. Ronald H. Brown ___________________________ Date __________

Vice President for Student Affairs

Dr. Ronnie Holden ___________________________ Date __________

Vice President for Administrative Affairs

Dr. Thelma Thompson ___________________________ Date __________

President

12/21/05

Academic Affairs Form #5