

**NORTHEASTERN UNIVERSITY**  
**NEW FULL-TIME TENURE AND TENURE TRACK FACULTY**  
**HIRING COMMITMENTS FORM**

*FOR BOTH REGULAR AND JOINT APPOINTMENTS*

*GUIDELINES FOR JOINT APPOINTMENTS PAGE TWO*

SUBMIT ORIGINAL FORM WITH ALL SIGNATURES, COVER MEMOS\* FROM DEAN AND DEPARTMENT CHAIR, AND CURRICULUM VITAE TO  
 MARY LOEFFELHOLZ, OFFICE OF THE PROVOST, 110 CHURCHILL HALL

*PRIOR TO SUBMISSION OF FULL HIRING PACKAGE*

**PRINT DOUBLE-SIDED**

<b>NAME:</b> <b>DEPARTMENT:</b> <b>TITLE OF POSITION:</b> <b>START DATE:</b> MONTH/DAY/YEAR <b>TENURE TRACK:</b> If YES, YR OF TENURE CONSIDERATION _____ <b>TENURE ON ENTRY:</b> Yes _____ No _____	<b>SALARY:</b> <b>CONTRACT BASE (# OF SEMESTERS):</b> <b>IMMIGRATION STATUS (CIRCLE ONE):</b> US Citizen      Permanent Resident      Foreign National  <b>LATERAL ENTRY CREDIT:</b> NO. OF YRS _____ YR OF CONSIDERATION _____ <b>DEPARTMENT VOTE</b> _____
<b>1. SALARY OBLIGATIONS</b>	Specify the amount and percentage of academic year salary and source of funds:  Provost Funded: % _____ And \$ _____  College Funded: Primary Department:                      Source of Funds:      Secondary Department:                      Source of Funds: % _____ And \$ _____ <input style="width: 50px; height: 20px;" type="text"/> % _____ And \$ _____ <input style="width: 50px; height: 20px;" type="text"/>  Replacement Slot Name: _____ Budget Position Number: _____
<b>2. RELOCATION EXPENSES</b>	Amount: \$ _____ Period: _____ Source of Funds: <input style="width: 100px; height: 20px;" type="text"/>
<b>3. EQUIPMENT (PLEASE PROVIDE DETAILS/COMMENTS ON A SEPARATE SHEET)</b>	Amount: \$ _____ Period: _____ Source of Funds: <input style="width: 100px; height: 20px;" type="text"/>
<b>4. SUMMER SALARY</b>	Amount: \$ _____ Period: _____ Source of Funds: <input style="width: 100px; height: 20px;" type="text"/>
<b>5. STIPENDS</b>	Amount: \$ _____ Period: _____ Source of Funds: <input style="width: 100px; height: 20px;" type="text"/>
<b>6. OTHER TERMS</b>	Amount: \$ _____ Period: _____ Source of Funds: <input style="width: 100px; height: 20px;" type="text"/> Type of Term: _____ Amount: \$ _____ Period: _____ Source of Funds: <input style="width: 100px; height: 20px;" type="text"/> Type of Term: _____ <b>COMMENTS:</b>
<b>7. BANNER FINANCE ORG # AND ORG DESCRIPTION (FOR SETTING UP NEW FACULTY STARTUP INDEXES, IF ANY):</b>	
<b>8. OFFICE SPACE AND/OR RENOVATIONS</b>	The primary department provides office space. Indicate: New Space _____ and/or Renovations _____ Building: _____ Room/Lab Location Number: _____ Specify Details:  Source of Funds: <input style="width: 100px; height: 20px;" type="text"/>

