Before submitting this form, please ensure that the salary commitment from the secondary unit has been reviewed and approved by the appropriate representative of that unit.

**OEOA Office Use**

Job Group Code (OEOA Office Use Only):  
R (OEOA Office Use Only):  
G (OEOA Office Use Only):

**Organization Code:**  

**College Name or Administrative Unit:**  

**College Code (2 character field):**

**Units Requesting Review**

**Please Note:** Appointments requiring approval from two units must have supporting documentation (e.g., statement from second unit that summarizes strategic need for the appointment, statement from second unit that indicates financial support for the appointment) attached to the HireTouch workflow. The hiring unit will be responsible for obtaining this information and as an indication that the information is indeed attached, please confirm by checking the box below.

*Supporting documents attached?  
   ○ Yes ○ No ○ Not Applicable

*Unit requesting review:  

*College:  

*Date:  
   Today

Second Unit Requesting Review:  

College:  

Date:
Proposed Appointee

*Proposed Appointee: 

*Current Title: 

*Current Employer: 

Terms

*Proposed Title: 

*Proposed date for campus visit: 

*Proposed Salary: 

Proposed Campus Commitment (if unsure, please leave blank): 

Process

How was the candidate identified?

*Was the candidate identified through a traditional search? 
  ○ Yes  ○ No (Please explain below)

If the candidate was not identified through a traditional search, please explain how the candidate was identified:

Contact

Who should be contacted for additional information?

*Name: 

*Email: 

*Phone: 

Attachments

Please make sure the following items have been uploaded under the 'Activity' tab:
- Candidate's current curriculum vitae
- A case for distinction in the candidate’s record commensurate with the criteria for the program and contributions that could be made by the candidate to the department, college and campus.

*If you have questions, please contact the Office the Provost at provost@illinois.edu or call 217-333-6677 M-F 8:30 a.m. - 5:00 p.m.*