



SIUC Forms Documenting Process for Hiring Faculty and A/P Staff

POSITION REQUEST FORM

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Use this form to request approval to create/fill a position. Upon approval by the Provost/VC, or Chancellor where applicable, a copy of this form will be returned to the hiring unit.

Effective Date(s): Beginning Date: _____ Ending Date: _____

Contact Name: _____ Phone #: _____ Email: _____

Position: _____ Classification: _____

Proposed Position Rank/Title: _____ Position ID: _____

Appointment Type: _____ Months of Appointment: _____ Salary Basis: _____

FTE: _____ Salary Rate (maximum salary rate to be offered: _____ Total FY/Annual Cost: _____

If replacement, previous rank/title: _____ Prior incumbent: _____

Hiring Department/Unit: _____ College/Unit: _____

Funding Source: _____ AIS Budget Purpose #(s): _____

Security/Safety Sensitive: _____

Is proposed hire a SURS retiree? _____ If yes, please provide both of the following forms and attach to this request.

Proposal for Re-Employment of a SURS Employer Retiree- <http://eforms.siu.edu/siuforms/info/hro1087.php> and
Statement of Applicant's State Universities Retirement System (SURS) Annuity Status- <http://eforms.siu.edu/siuforms/info/hro1086.php>

Has the proposed selected individual been employed at SIU Carbondale (including student employment) within the past 12 months? ☐ Yes ☐ No

If Yes, in what type of appointment? _____

Comments (rationale, explanation, specialty factors, etc.):

Recommendation:

_____ Chair/Fiscal Officer	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____ Dean/Director	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ Vice Chancellor/Provost	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____ Chancellor (if applicable)	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ President (if applicable)	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			

STRATEGIC HIRES FORM
RECRUITMENT STRATEGIES FOR PROMOTING DIVERSITY
FACULTY AND A/P STAFF HIRES

Position Title:

College/Administrative Unit:

Specialty Area:

Department:

☐ New Position or ☐ Replacing:
Name AIS #

I. Proactive Recruitment Strategies to Encourage Diversity in Applications:

II. Proposed Recruitment Sources:

A. Traditional:

B. Strategic:

III. Search Committee Composition (Name/Race/Sex): (attach list separately if needed)

 Chancellor/Vice Chancellor Approval

 Date

 Affirmative Action Approval

 Date

Position Announcement

Assistant Professor (Family Studies)

Department of Curriculum and Instruction
College of Education and Human Services
SIU Carbondale

Appointment:

The position is a continuing, tenure track position with the rank of Assistant Professor to begin August 16, 2020. Appointment is on a nine-month academic year basis. An additional summer appointment may be possible contingent upon funding and student demand. Progress in rank will require demonstrations of productivity in research, publication, teaching, and service.

Job Responsibilities:

1. Conduct research resulting in publications in peer-reviewed journals and submission of proposals for external funding;
2. Teach courses in the area of Child and Family Services, with an emphasis in family studies at the undergraduate and/or graduate levels;
3. Serve the public and constituencies of the Department, College, and University;
4. Advise graduate students in areas relative to their preparation as professionals in related fields of study;
5. Serve on and/or chair M.S. Ed. and when approved, Ph.D. students' committees; and
6. Assist in program planning, review, and evaluation for various Departmental programs.

Position Requirements:

1. Possess an earned Ph.D. or Ed.D. in Family Studies, or a closely related field. Applicants who have completed all requirements except the dissertation will be considered if all requirements for the doctoral degree will be completed by August 15, 2020. If official evidence of completion of the earned doctorate requirements is not received by August 15, 2020, the position offered will be a term appointment at the rank of Instructor at a lower salary;
2. have teaching experience at the undergraduate and/or graduate levels;
3. demonstrate a record of or potential for scholarly activity;
4. demonstrate a commitment to cross-disciplinary collaboration;
5. exhibit an ability to relate well to others within the academic environment;
6. exhibit experience or the interest in working in multiethnic, multicultural environments;
7. demonstrate experience with or a potential for leadership in the profession;
8. demonstrate experience with or a potential for leadership in program development.

Preference will be given to candidates who possess:

1. an established publication and/or external funding record.

Application Deadline and Requirements:

The deadline for applications is October 11, 2019 and will continue until filled. A complete application includes:

- a letter of application;
- a curriculum vitae;
- unofficial transcripts from all institutions of higher learning; and
- a listing of at least three references with contact information.

Send PDF files to coebs.business.office@siu.edu

Or send hard copies to:

Search Committee –Family Studies
c/o Susan Wills
College of Education and Human Services
Wham Building, Room 115-Mail Code 4624
Southern Illinois University Carbondale
625 Wham Drive
Carbondale, IL 62901

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.

HIRING AUDIT FORM

Southern Illinois University Carbondale

Position Title:

Affirmative Action ID#:

Underutilized/Targeted:

AA/EEO Group:

SECTION I - To be completed before interviewing:

Today's Date:

College/School/Non-Academic Area:

Department/Unit:

1. Position Title: (Attach copy of approved position announcement)

Months of Appointment:

% FTE:

Term:

Continuing:

2. Recruiting Sources:

a.

b.

c.

d.

e.

f.

3. Total number of applicants:

EEO-REQUIRED INFORMATION

Total Group of Applicants:

MALE								FEMALE							
TOTAL	WH	BL	HISP	AS	AI/AN	NH/PI	UK	WH	BL	HISP	AS	AI/AN	NH/PI	UK	
0															

Minimum Qualifications: (Applicants meeting minimum published qualifications)

MALE								FEMALE							
TOTAL	WH	BL	HISP	AS	AI/AN	NH/PI	UK	WH	BL	HISP	AS	AI/AN	NH/PI	UK	
0															

Selected Interviewees:

MALE								FEMALE							
TOTAL	WH	BL	HISP	AS	AI/AN	NH/PI	UK	WH	BL	HISP	AS	AI/AN	NH/PI	UK	
0															

Chancellor/Vice Chancellor Approval

Date

Affirmative Action Approval

Date

APPLICANT DEMOGRAPHIC DATA FORM

Department/Unit: _____

Position:

(This sheet **must** accompany Section I and Section II of the Hiring Audit Form.)

Instructions: List all applicants alphabetically (see samples**). Indicate Yes/No under **MIN QUALS** if applicants meet the minimum published qualifications. Indicate Yes/No if applicants are finalists (selected interviewees).

Use code groups I-VI (attached) to indicate reason for non-selection.

[illegible]

*Race and Ethnic Identification:

HI - Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

WH - White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

BL - Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

NH/PI - Native Hawaiian or Pacific Islander (not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

AS - Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, and Vietnam.

AI/AN - American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

REASONS FOR NON-SELECTION CODE SHEETS

Documentation is time consuming, but worth every bit of effort if challenged, or if we are reviewed at a later date and need to provide the reasons for non-selection.

Group I - Candidate's Option (Give Group Number and Letter, e.g., I-A)

- A - Failed to complete application.
- B - No response for additional information.
- C - Required recommendations/slides/portfolios not submitted in time for interview.
- D - Available only at level other than advertised.
- E - Withdrew application.
- F - Accepted another job.
- G - Not available for interview.
- H - Would not relocate to Carbondale.
- I - Spouse/family did not want to relocate to Carbondale.
- J - Offered the position, but declined. Please try to ascertain reason.
- K - Interviewed, but accepted another position before offer could be extended.
- L - No job opportunity in area for spouse.
- M - Required a higher salary than was authorized.
- N - Not available at required starting time.
- O - Other (attach explanation)

Group II - Degree Related (Give Group Number and Letter)

- A - Did not possess a terminal degree.
- B - Degree not in field compatible with needs of department/unit as advertised.
- C - Terminal degree not completed and no evidence that it will be by time of hire or within a reasonably expected period thereafter.
- D - Degree granting institution not as strong in the field as that of candidate selected. **(Exercise caution here. Strengths of degree granting institutions could be widely disparate, if this reason is**

used. Also, a female's option of schools may have depended on her spouse's career, so use this reason cautiously for females.)

E - Other (attach explanation)

GROUP III - Professional Experience/Teaching Related (Give Group Number and Letter)

A - Specialization area overlaps those of current members and does not fit with needs of department/unit as advertised.

B - Secondary specialization incompatible with needs of department/unit as advertised.

C - Applicant's professional experience/teaching/performance not suitable for the position.

D - Insufficient professional experience/teaching/performance compared to candidate selected.

E - Interview revealed the candidate was not interested in the diversity of the assignment required for the position.

F - Insufficient technical competence in the required area.

G - Interview/seminar/lecture/performance demonstrated a communication problem.

H - Interview/seminar/lecture/performance demonstrated a language barrier.

I - Other (attach explanation)

Group IV - Research/Publication/Creative Activity (Give Group Number and Letter)

A - Candidate selected has better record of research/publication/creative activity.

B - Insufficient research/publication/creative activity.

C - Research/publication/creative activity judged inadequate on basis of peer review.

D - Lacked demonstrated research/publication/creative skills.

E - Research/publication/creative activity not appropriate to position as advertised.

F - Insufficient research/publication/creative activity given years of experience.

G - Research/publication/creative activity does not support teaching assignment.

H - Seminar/lecture/performance failed to demonstrate scholarly or creative substance.

I - Other (attach explanation)

Group V - Miscellaneous (Give Group Number and Letter)

- A - History of difficult inter-personal relationships. **(Use cautiously and only when a history truly exists which can be documented - racism and sexism are sometimes related to this difficulty).**
- B - Potential conflict of interest with University interests.
- C - Lacked qualifications for the areas listed in position description and advertising.
- D - Candidate well qualified, but quality of teaching/research/experience was higher in the candidate selected. This candidate would be considered for the position if the first choice candidate declines.
USE ONLY FOR CANDIDATES ON SECOND SCREENING LIST OR FINAL INTERVIEW POOL LIST.
- E - Other (attach explanation)

Group VI - Administration (use in combination with other non-selection group reasons)

- A - Applicant's experience was outside the primary advertised area of responsibility.
- B - Insufficient administrative experience.
- C - Candidate not interested in teaching component of the position.
- D - Contributions in the service area insufficient (lack of participation in professional organizations and university committees).
- E - No demonstrable record of obtaining external funding (use only if the person selected had such a record, and it was specifically mentioned as a responsibility in the advertisement).
- F - Other (attach explanation)

HIRING AUDIT FORM

Department:

Affirmative Action ID#

SECTION II - To be completed before hire:

7. Person to be hired:

Effective Date:

Rank/Title:

Full-Time Monthly Salary Rate:

FTE-Adjusted Monthly Salary Rate:

Race:

Sex:

Protected Veteran: ☐

8. If females or minorities were interviewed, but not offered the position, please provide a justification below or on an attached page.

9. If female or minority candidates were offered the position, but declined the offer, please provide the reasons given by the candidates for refusing the position.

10. Was a search committee used?

Yes

☐

No

☐

If "yes": Female representation?

Yes

☐

No

☐

Minority representation?

Yes

☐

No

☐

11. Person to be hired from:

- ☐ Internal to SIU Carbondale
- ☐ Local (Franklin, Jackson, Perry, Union, Williamson counties)
- ☐ Regional (Illinois, Indiana, Kentucky, Missouri)
- ☐ National (any other location in the U.S.)
- ☐ International (outside the U.S.)

Chancellor/Vice Chancellor approval

Date

Affirmative Action Approval

Date

NOTICE OF FACULTY OR ADMINISTRATIVE/ PROFESSIONAL STAFF APPOINTMENT

SOUTHERN ILLINOIS UNIVERSITY

Type of Hire ☐ New Hire ☐ Reappointment Is the appointee receiving retirement benefits from any State of IL Retirement System? ☐ Yes ☐ No

Name: Last First Middle Social Security Number (for new hire)
AIS/Emp # (for reappointment)

Effective Date(s):

Academic Year Basis: Fall Semester 20 ____ Spring Semester 20 ____ Intersession Semester 20 ____ Summer Semester 20 ____

If the appointment is less than a full semester, specify dates.

(Beginning Date)

(Ending Date)

Fiscal Year Basis: July 1, 20 ____ through June 30, 20 ____ or

(Beginning Date)

(Ending Date)

Mailcode (campus correspondence will be mailed to this address)

Campus Phone

Contingent upon verification of eligibility to be legally employed in the United States and administrative approval, including the approval of the Board of Trustees (if required), the above named individual is hereby appointed under the following conditions:

Fac Summer		Position ID 1:				Position ID2:			
Employment Category	<input type="radio"/> Faculty <input type="radio"/> Administrative/professional				<input type="radio"/> Faculty <input type="radio"/> Administrative/professional				
Rank or Title (Job)									
Department (Organization)									
Building (Location)									
Room									
Included in Bargaining Unit	<input type="radio"/> No <input type="radio"/> IEA - Faculty <input type="radio"/> IEA - NTT Faculty <input type="radio"/> LIUNA - AP	<input type="radio"/> No <input type="radio"/> IEA - Faculty <input type="radio"/> IEA - NTT Faculty <input type="radio"/> LIUNA - AP							
Appointment Type	<input type="radio"/> Continuing <input type="radio"/> Term <input type="radio"/> Post Doc				<input type="radio"/> Continuing <input type="radio"/> Term <input type="radio"/> Post Doc				
Percentage of Time (FTE)	% CIP Code1:				%				
Full-Time Equivalent Monthly Salary**									
	Non Paid Position ID 1:				Non Paid Position ID2:				
Rank or Title (Job)									
Department (Organization)									
Appointment Type	<input type="radio"/> Continuing <input type="radio"/> Term				<input type="radio"/> Continuing <input type="radio"/> Term				

***Appointment type:**

A continuing appointment is one that is automatically renewed each year unless the appointee is given notice as specified in the appropriate personnel policies.

A term appointment is written for a specified period of time. Term appointments may be renewed; however, reappointment to such a position creates no right to subsequent employment or presumption of a right to subsequent employment.

**SIU's payroll system will calculate the actual salary by multiplying the full-time equivalent salary by the percentage of time.

Position ID	AIS Budget Description	AIS Proportions*	AIS Fund	AIS Unit	AIS Budget Purpose	AIS Dept Activity 1	AIS Dept Activity 2	AIS Function	AIS Natural Account

*Note: Total of account proportions per Position ID must equal 100. Complete Assignment Costing Form if additional costing needed.

*Paid positions should be entered as 1 and 2 and Non Paid positions should be noted as NP1 and NP2.

NOTICE OF FACULTY OR ADMINISTRATIVE/ PROFESSIONAL STAFF APPOINTMENT

SOUTHERN ILLINOIS UNIVERSITY

Last	First	Middle	Social Security Number (for new hire) AIS/Emp # (for reappointment)
------	-------	--------	--

NAME:

Tenure data (required for initial appointment only):

☐ Tenured

☐ Tenure track

Tenure rank:

Tenure unit:

Special conditions of employment:

Other terms and conditions of appointment:

A term appointment may be terminated at any time if the state reduces university funding levels.

If the source of funds for this appointment is an external grant or contract, this appointment is contingent on the availability of funds in the external account.

It is a condition of employment that each appointee agrees to abide by and comply, with any and all applicable United States export control and trade laws and regulations.

I agree that if appointed my terms and conditions of employment will include the laws of Illinois, including Board of Trustees legislation, and all policies and regulations from time to time issued pursuant thereto, all of which will be as much a part of the applicant's employment contract as if set out in full therein, and that such terms and conditions as from time to time amended will continue to govern in any change of assignment or renewal of the appointment.

I hereby affirm that the information which I submitted in consideration for the position to which I am being appointed (including but not limited to resume or application, curriculum vitae, and/or transcripts) is true and correct. I understand that if any of the information submitted in application for this position is a misrepresentation or omission of facts, I may be subject to discharge from this appointment.

I understand that if my position is defined as a security sensitive position, that my continued employment is contingent upon successful completion of any applicable statewide post-employment investigation(s).

I have read the terms and conditions of appointment stated in this document and agree to them.

Applicant's signature

Date

ADMINISTRATIVE APPROVALS (As required by campus)

Recommendation: I certify that the appointee meets the position requirements and recommend this appointment.

Chair/Fiscal Officer

Date

Dean/Director

Date

Vice Chancellor/Provost

Date

Other Administrative Approval

Date

Other Administrative approval

Date

Other administrative approval

Date

Other Administrative Approval

Date

Chancellor

Date

President

Date

Pursuant to Chapter 2, Section B of the Policies of the Board of Trustees policy on personnel approval, if required by the Board of Trustees, you are hereby appointed to the above position, pending ratification by the Board of Trustees.
Appointment ratified by action of the Board of Trustees on:

Date

NOTICE OF FACULTY OR ADMINISTRATIVE/ PROFESSIONAL STAFF APPOINTMENT

SOUTHERN ILLINOIS UNIVERSITY

*****This Notice is required to be given to all employees*****

New Health Insurance Marketplace Coverage Options and Your Health Coverage

As part of the requirements of the Patient Protection and Affordable Care Act (PPACA), Southern Illinois University Carbondale, as your employer, is required to provide you with information relating to the Health Insurance Marketplace. This notice will serve to provide basic information about the Marketplace and how it may relate to coverage that is offered by Southern Illinois University Carbondale through the State Employee's Group Insurance Program ("SEGIP").

Part A: General Information

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" where you will be able to compare and evaluate quality affordable private health insurance options, apply tax credits directly, and receive enrollment support. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.

SIU Carbondale employees are provided coverage through the SEGIP, provided they meet the eligibility criteria as outlined in Part B of this notice. Generally, employees who work at least 50% of a normal work period, are paid a salary through the university payroll, and are eligible to participate in and contribute to the State Universities Retirement System (SURS) are eligible for coverage through SEGIP. The SEGIP meets the Affordable Care Act's minimum value standard and is intended to be affordable based on employee wages. Accordingly, if you are eligible to participate through the SEGIP, you will generally not be eligible for a tax credit through the Marketplace. However, if you are not eligible to participate in SEGIP, or if the cost of member-only coverage through SEGIP is more than 9.5% of your household income for the year, you may be eligible for a new tax credit that lowers your monthly premium if you purchase a qualified health plan through the Marketplace.

Please note that if you are eligible for SEGIP and choose to purchase a health plan through the Marketplace instead of enrolling in the SEGIP plan, you will lose any employer contribution to the SEGIP coverage. In addition, while both the employer contributions and your employee contribution to SEGIP coverage are typically excluded from income for Federal and State income tax purposes, your payments for coverage through the Marketplace will be made on an after-tax basis.

NOTICE OF FACULTY OR ADMINISTRATIVE/ PROFESSIONAL STAFF APPOINTMENT

SOUTHERN ILLINOIS UNIVERSITY

How Can I Get More Information?

For more information regarding the Marketplace, including an online application for coverage and contact information for the Marketplace, please visit HealthCare.gov. The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and the cost of such coverage.

Additional information on the SEGIP coverage can be found at www.benefitschoice.il.gov.

Part B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer Name Southern Illinois University Carbondale	4. Employer Identification Number (EIN) 37-6005961	
5. Employee Address 900 S. Normal Ave, Mailcode 6520	6. Employer phone number (618)-453-6668	
7. City Carbondale	8. State Illinois	9. Zip code 62901
10. Who can we contact about employee health coverage at this job? Human Resource Benefits Office		
11. Phone Number (if different from above) (618)-453-6668	12. Email Address HRBenefits@siu.edu	

Here is some basic information about health coverage offered by Southern Illinois University Carbondale.

- As your employer, we offer a health plan to:
 - All Employees.
 - ✓ Some Employees. Eligible employees are:
An employee who works at least 50% of a normal work period, is paid a salary through the university payroll, and is eligible to participate in and contribute to the State Universities Retirement System (SURS).
- With respect to dependents:
 - ✓ We do offer coverage. Eligible dependents are:
An Eligible employee's spouse; same-sex domestic partner (enrolled prior to June 1, 2011); civil union partners (enrolled on or after June 1, 2011); child from birth to age 26 where child includes an employee's natural child, stepchild or child of a civil union partner, legally adopted child or child who has been placed for adoption, and a child who has been placed under the employee's legal guardianship; or child who is older than age 26 who is totally disabled and a tax dependent of the employee.

We do not offer coverage.

- ✓ This coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

****Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.**

NOTICE OF FACULTY OR ADMINISTRATIVE/ PROFESSIONAL STAFF APPOINTMENT

SOUTHERN ILLINOIS UNIVERSITY

Statement of Purpose for Collection of Social Security Numbers

The Identity Protection Act (5 ILCS 179/1 *et seq.*) requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by Southern Illinois University to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Student Financial Aid
- Employment matters
- Insurance Claim
- Complaint mediation or investigation
- Vendor services, such as executing contracts and/or billing
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services
- Other: _____

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.¹ We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose
- Publicly post or display your SSN
- Print your SSN on any card required for you to access our services
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN²

¹ Exceptions include, but are not limited to: disclosure pursuant to a court order, warrants, or subpoena; disclosure to ensure safety; disclosure for internal verification or administrative purposes; disclosure for collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud; and disclosure to investigate or prevent fraud, to conduct background checks, to collect debt, to obtain a credit report, as allowable under the federal Gramm-Leach-Bliley Act, and to locate missing persons who are due benefits, such as a pension or unclaimed property.

² Exceptions include, but are not limited to: material mailed in connection with the administration of the Unemployment Insurance Act; material mailed in connection with any tax administered by the Department of Revenue; and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN.

A signed copy of this form must accompany the Notice of Faculty or Administrative/Professional Staff Appointment form. An additional copy of the form may be provided to the employee, if requested.

Employee Signature

Date