

DIVISION OF ENGINEERING AND APPLIED SCIENCE
Recommendation for Appointment
Instructor

An appointment as instructor at the Institute is normally for full-time teaching and research. Appointments may be made for one or two years but the rank of instructor may be held for no more than a total of three years. Appointment as instructor is not tenure-track and time served as instructor, whether at the Institute or elsewhere, does not count toward academic tenure.

Option Information					
Faculty sponsor:		Dept. / Option:			
Prepared by:					Ext.
Please list the Caltech mail code and office assignment for instructor:					
Mail Code:		Office :		Ext.:	

Candidate Information					
Full name:					
Address:					
Phone:		Email:			
Birthdate:		Place of birth (city, state, country)			
Citizenship:			Marital status:		
Visa status (for nonresident aliens currently in the U.S.)	Type visa:		Exp. Date:		
If family members will accompany NONRESIDENT ALIEN, provide the following information for each family member:					
Name	Relationship	Birthdate	Birthplace (city, state, country)	Citizenship	

Professional Experience			
Academic record			
Degree	Major	Year Granted	School

Positions Held

Appointment Information			
<p>NOTE: Recommendations must be submitted to the Division Office at least one week before the Faculty Records Office submission deadline of 4 weeks for U.S. citizens/perm. residents and 8 weeks for nonresident aliens</p>			
Period of appointment (how many months):		Proposed effective date:	
Caltech salary amount:			

Budgets to be charged:		
PTA #	Alias #	Percentage

Special Allowances

Are you providing for relocation, housing, or per diem expenses? If yes, list the maximum \$ amount and the POETA here:

Amount:		PTA#	
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Summary of Qualifications and Research to be Conducted

Please provide a brief description of candidate's qualifications, research to be conducted, and class to be taught:

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Affirmative Action/Search Statement

List all sources used or consulted for information on and identification of possible candidates. Send copies of advertisements, if placed. List the total number of applicants for the position, identifying women and members of underrepresented minority groups if possible.

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Division Approval Process

Faculty sponsor's signature		Date	
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Submit forms to Maria Cervantes by email maria.cervantes@caltech.edu