

FACULTY APPOINTMENT FORM

Academic Year _____ Fall only _____ Spring only _____

1. DEPARTMENT

Name of Faculty Member _____ Department _____

Street Address _____

City, State, Zip _____ Email _____

Home Phone _____ Work Phone _____

Rank _____ Step & Actual Salary _____

Human Resources will use this email address to initiate the hiring process. Please list an email that you will have continued access to in the future.

2. EDUCATION

Undergraduate Degree _____ Area of Specialization _____

Graduate Degree (s) _____ Area of Specialization(s) _____

Other Degree _____ Area of Specialization _____

3. TEACHING EXPERIENCE: Full-time _____ years Part-time _____ years

4. PROFESSIONAL POST-BACCALAUREATE EXPERIENCE: Full-time _____ years Part-time _____ years

5. OFFICIAL TRANSCRIPTS IN FILE: Undergraduate _____ Graduate _____

6. EMPLOYMENT VERIFICATION FORM COMPLETED: Yes _____ No _____

7. TELEPHONE CALL MADE TO FORMER EMPLOYER: Yes _____ No _____

8. ENGLISH FLUENCY VERIFIED: Yes _____ No _____ How? _____

9. REASON FOR APPOINTMENT

_____ New Position _____ Replacement for temporary
_____ Continuing temporary _____ Replacement for permanent

10. REASON POSITION IS TEMPORARY

- a. ___ Sabbatical replacement b. ___ Replacement for long term illness
c. ___ Filling position when time is needed to complete an affirmative action search.
d. ___ Individual is in experimental program which may or may not be part of the regular curriculum
e. ___ Leave Without Pay f. ___ To cover unanticipated teaching needs g. ___ Other

11. Please explain d, e, f, g, above

12. Assigned Teaching Load: Full-time _____ Fall _____ Spring _____ Part-time _____ Fall _____ Spring _____

Chairperson of Department _____

Chairperson of Search Committee _____

Dean of College _____