

Request for Letter of Appointment
for Adjunct or Full-time Faculty on Overload

Graduate & Undergraduate
(Please use separate form for each course)
*Please attach a current vita for each new person being recommended
for a part-time faculty assignment.*

Please check a box:

- | | | | |
|--------------------------|------------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Overload | <input type="checkbox"/> | Hourly |
| <input type="checkbox"/> | Part-time Faculty | <input type="checkbox"/> | Clinical Instruction Staff |
| <input type="checkbox"/> | New Part-Time Faculty | | |

Department:

Semester:

Name:

Street, City & State, Zip Code

Telephone Number:

Social Security # (for new faculty - last 4 digits only)

Highest Degree Awarded:

Institution:

Course Number:

Course Title:

Credits:

Days of week/time of course:

Other qualifying information such as number of student teachers to be observed or non-teaching services performed, etc.

Compensation - Please compute as follows:

Number of Credit Hours: **x Approved Rate:** = \$

1. Undergraduate Courses:

M.A. = \$878 per credit ~ Ph.D. /Ed.D. /M.F.A. = \$947 per credit

2. Graduate Courses:

M.A. = \$947 per credit ~ Ph.D. /Ed.D. /M.F.A. = \$1016 per credit

RETURN COMPLETED FORMS TO:

College of Arts and Sciences – Sandy Posato

School of Education – Teresa Riekstins

School of Health and Human Services – Lynne Vick

School of Management – Elizabeth Degnan

Freshman Seminar – Laura Putnam