

## Request for Appointment Checklist for New Full-Time Faculty

Please complete for all new faculty appointments - **except adjunct faculty**. This form should also be used for faculty whose status is changing (e.g., part-time to full-time). Chair or Search Committee Chair gives to Dean for approval. Deans please send to VPAA's office. This will ensure accurate commitment and contract letters for new full-time and rank-and-time faculty. **Please attach CV.**

Name:

Date:

Address:

Semester/Year:

Department:

Tenure Track    Clinical    Professional Practice    Visiting    Rank & Time

Rank (Instructor, Assistant Professor, Associate Professor, Professor)

Full Time    Part Time (Please indicate percentage)

Nine-Month contract    Other (e.g. one semester, 12-month)

Highest Degree:

Salary: \$

Moving expenses (usually the standard): \$

Years of credit toward tenure and promotion:

Expected year of review for tenure and promotion, if not standard:

New Position    Replacement ~ Replacement for

Please describe any other special commitments or expectations (degree completion, etc.) that should be stated in the commitment or contract letter.

Dean's signature

Approval date:

Cc: Department Chair