**Original:**  **Revised:**  **New hire/Rehire date:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Information** | | | | | | |
| **Employee name:** | | | | **Employee I.D. # (if rehire):** | | |
| **Fall**  **Spring**  **Summer**  **Other** | **Year:** | | **New Employee:** | | | **Yes**  **No** |
| *Note: All new employees must complete Employment Eligibility (I-9) Form, W-4 and WH-4 Form, and New Employee Information Form. Changes in personal information (i.e. name, address, or phone change) must be reported to Human Resources using the appropriate change form.* | | | | | | |
| **Address:** | | | | | | |
| **City:** | | **State:** | | | **Zip Code:** | |
| **Home Phone:** | | **Work Phone:** | | | | |
| **Highest Degree:** | | **Gender: Male**  **Female** | | | | |

|  |  |
| --- | --- |
| **Appointment Information** | |
| **College or Area:** | **Department or Program:** |
| **Faculty Title:** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | **Amount:** |
| **1.** | **Course Number:** |  | **Title:** |  | **Hours:** |  | **$** |
| **2.** | **Course Number:** |  | **Title:** |  | **Hours:** |  | **$** |
| **3.** | **Course Number:** |  | **Title:** |  | **Hours:** |  | **$** |
| **4.** | **Course Number:** |  | **Title:** |  | **Hours:** |  | **$** |
| **5.** | **Course Number:** |  | **Title:** |  | **Hours:** |  | **$** |
| **6.** | **Course Number:** |  | **Title:** |  | **Hours:** |  | **$** |
| **7.** | **Course Number:** |  | **Title:** |  | **Hours:** |  | **$** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Salary and Account Information** | | | | | | | | | | | | |
| **Pay Per Credit Hour: $** | | | | **Total Hours:** | | | | | **Total Amount:** | | | |
| **Salary by month:** | | **Sept:** | | | **Oct:** | | **Nov:** | | | | **Dec:** | |
| **Salary by month:** | | **Jan:** | | | **Feb:** | | **Mar:** | | | | **Apr:** | |
| **Salary by month:** | | **May:** | | | **June:** | | **July:** | | | | **Aug:** | |
| *Total amount will be paid over the designated monthly schedule per session, unless specific pay designated by month (see Guidelines for Part-time Faculty Appointments on next page).* | | | | | | | | | | | | |
| **Account** | **Fund** | | **Department** | | | **Program** | | **Class** | | **Grant** | | **Amount** |
| **5020** |  | |  | | |  | |  | |  | |  |
| **5020** |  | |  | | |  | |  | |  | |  |

|  |  |  |
| --- | --- | --- |
| **Approvals** | | |
| **Dept. Chair or Prog. Director:** |  | **Date:** |
| **Dean of College:** |  | **Date:** |
| **Provost:** |  | **Date:** |