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

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| **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** **[ ]**  |

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

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|  |  |  |  |  |  |  | **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** |  |  |  |  |  |       |

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