

## APPOINTMENT INFORMATION FOR TERM FACULTY

COMPLETE THIS PORTION AND ATTACH A COPY TO CANDIDATE'S *CURRICULUM VITAE* FOR DEAN'S OFFICE

NAME \_\_\_\_\_

STARTING DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

SUGGESTED RANK \_\_\_\_\_

HOME DEPARTMENT \_\_\_\_\_

SABBATICAL/LEAVE REPLACEMENT FOR: \_\_\_\_\_

TYPE OF APPOINTMENT:

**FULL TIME**

**PART TIME** (Indicate FTE below)

\_\_\_\_\_ Term (\_\_\_\_ years)  
 \_\_\_\_\_ Terminal (1 year)

\_\_\_\_\_ Term (\_\_\_\_ years)  
 \_\_\_\_\_ Terminal (1 year)

TOTAL FTE BY TERMS:

Sem. I

Interim

Sem. II

**TOTAL FTE**

*Example:*

.33

.17

.50

1.00

FTE BY TERM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **BREAKDOWN OF TOTAL FTE:**

*Example:* FTE Type: Teaching Account No. 11181 Account Title First Year Writing FTE .33  
FTE Type includes: teaching, administrative, grant/research or organized activity

NOTE: FTE Breakdown must equal **Total FTE**.

FTE Type: \_\_\_\_\_ Account No. \_\_\_\_\_ Account Title \_\_\_\_\_ FTE \_\_\_\_\_

FTE Type: \_\_\_\_\_ Account No. \_\_\_\_\_ Account Title \_\_\_\_\_ FTE \_\_\_\_\_

FTE Type: \_\_\_\_\_ Account No. \_\_\_\_\_ Account Title \_\_\_\_\_ FTE \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

HOME DEPARTMENT CHAIR

\_\_\_\_\_

OTHER CHAIR(S) OR PROGRAM DIRECTOR(S)

**TO RECOMMEND AN APPOINTMENT COMPLETE THIS PORTION AND RETURN ORIGINAL TO THE DEAN'S OFFICE. PLEASE MAKE SURE BOTH SECTIONS ARE COMPLETELY FILLED OUT.**

RECOMMENDED BASE SALARY: \$ \_\_\_\_\_

ACTUAL SALARY: \$ \_\_\_\_\_

SPECIAL CONSIDERATIONS/CONDITIONS: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

ASSOCIATE DEAN

\_\_\_\_\_

A. OSTEBEE, ASSISTANT PROVOST