



CONTRACT RECOMMENDATION
for
NEW Contingent Faculty
(with Benefits)

Academic Year:
Division:
Department:
Position #:

Title	First Name	MI	Last Name	Date Prepared
Street Address	City		State	Zip
E-Mail Address	PLU ID or Social Security Number			Area Code - Phone Number
Highest Degree	College/University			Year Conferred
<input type="checkbox"/> Terminal Degree for Discipline				

Recommended Rank/Title: _____

Term of Appointment: _____ - _____
(Month/Year) (Month/Year)

Replacement for: _____

Base Salary: \$ _____

Position #: _____

FTE: _____

Relocation funds requested: \$ _____

Hiring Rationale/Comments:

Contract Notes:

Instructions: Once all of the requested information has been entered for your candidate, obtain signatures from the department chair and/or school/division dean, and submit to the Office of the Provost for approval.

Please note that a **Curriculum Vitae** and **Course Assignment Sheet** are both required for every new contingent faculty. A current electronic CV must be uploaded to the shared HR Netstor folder prior to submission and the Course Assignment Sheet can be attached or printed on the reverse side of this form. *Contract recommendations received without these documents are considered incomplete and will not be reviewed.*

Department Chair (when applicable)	Date	Dean, Division or School	Date
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Approved by:

Provost and Senior Vice President for Academic Affairs	Date	Vice President, Finance and Administration	Date
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For Provost Office and HR Use Only:

Position Number: _____ FTE: _____ Transition Stipend: \$ _____ Prov: _____

%	FUND	ORG	ACCOUNT	Program	Annual Salary:
			6161		
			6161		



Course Assignment Sheet

Academic Year	
Last Name	First Name
Department	
Division/School	

TERM	CRN	SUBJECT	COURSE NAME	# of CREDITS	COURSE LOAD*	FTE*

Total: Credits LOAD FTE

*Standard Course Load and FTE Assignment:

- 4-credit course = 1.00 course load = 0.167FTE
- 3-credit course = 0.75 course load = 0.125FTE
- 2-credit course = 0.50 course load = 0.083FTE
- 1-credit course = 0.25 course load = 0.042FTE

If the course load and/or FTE assigned to any course listed above does not correspond to this standard, please explain below: