



CONTRACT RECOMMENDATION
for
NEW Contingent Faculty
(with Benefits)

Academic Year:
College:
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
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 College Dean Date

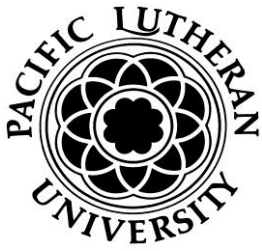
Approved by:

Provost and Senior Vice President for Academic Affairs Date Chief Administrative Officer Date

For Provost Office and HR Use Only:

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

Table with 6 columns: %, FUND, ORG, ACCOUNT, Program, Annual Salary. Rows include account numbers 6161.



Academic Year:
Name:
College:
Department:

Course Assignment Sheet

TERM	SUB/COURSE#/SEC	TITLE	CREDITS	LOAD*	FTE*
TOTAL:					

- *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: