



**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:  
 Moving Allowance 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

For Provost Office and HR Use Only:

Position Number: \_\_\_\_\_ FTE: \_\_\_\_\_ Moving Allowance: \$ \_\_\_\_\_ Prov: \_\_\_\_\_

%	FUND	ORG	ACCOUNT	Program	Annual Salary:
			6161		
			6161		



Academic Year:
Name:
College:
Department:

**Course Assignment Sheet**

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

- \*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:

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