



Faculty Contract Recommendation Form - RV

Recommendation for Reappointment of Returning Visiting Faculty

Academic Year:
Term of Appointment:

A contingent faculty member must be reappointed annually. The College and Department should consider the reappointment of each contingent faculty member and inform the Provost of its recommendation using this document. Reappointments of contingent faculty are not automatic and must be approved each year for a contract to be issued. To recommend reappointment and initiate a contract, a completed *Faculty Contract Recommendation Form-RV* and *Course Assignment Sheet* must be received for each returning, contingent (with benefits) faculty member.

Instructions:

Step 1: Enter the position details below. Provide FOAP, and add any additional notes in comment section.

Step 2: Complete the **Course Assignment Sheet**

Step 3: Following review and signatures by the Chair and Dean, please submit forms to the Office of the Provost.

DUE TO THE OFFICE OF THE PROVOST BY: March 3, 2023.

Recommended Position

Name	PLU ID	College	Department
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Title:

Position Number:

FTE:

Base Salary:

Annual Salary:

%	FUND	ORG	ACCOUNT	PG	Annual Salary
	110001		6161	11	
			6161		

Comments:

Reappointment of the above faculty position recommended by:

School Dean/Associate Dean/

Department Chair/Program Director: _____ Date: _____

College Dean: _____ Date: _____

Provost: _____ Date: _____



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: