|  |  |  |
| --- | --- | --- |
| Plu_side | **Contingent Faculty Contract Recommendation****(with benefits)** |       |
| Account Number |
|  |  |       |
|  |  | Department/School |
|       |       |       |       |       |
| 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 |

**INSTRUCTIONS:** Curriculum vitas are required for new contingent faculty. Please fill out this form with the accompanying course load assignment document, obtain your dean’s signature and submit to the Provost Office for approval.

Recommended Rank/Title:
Base Salary: $
Term of Appointment:

Transition Stipend: $      Moving Relocation: $

Course Load Assignment (see 2nd page): Course load assignments will be included on the contingent faculty contractual agreement.

**Hiring Rationale/Comments:**

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| --- |
|         |

**Contract Notes:**

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|       |

**For Provost and Human Resources Use Only:**Position #: FTE: Annual Salary:$

|  |  |
| --- | --- |
|  |   |
| Signature – Chair (where applicable) Date | Signature - Dean Date |
|  |  |
| Department (where applicable) | School/Division |
|   |   |
|  Approved — Provost and Senior Vice President for Academic Affairs Date |  Approved — Vice President, Finance & Administration Date |

**Course Assignments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Course Number** | **Course Name** | **# of Credits** | **Term** | **Course Load\*** | **FTE\*** |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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\*Standard Course Load and FTE Assignment:

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

If the course load and/or FTE assigned to any course listed above does not correspond to this standard, please explain in “Hiring Rationale/Comments” section.