|  |  |  |
| --- | --- | --- |
| Plu_side | **Contingent Faculty Teaching Recommendation****(without 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:** Electronic CVs are required for all contingent faculty (new and continuing) and should be saved in the shared HR netstor folder. Please fill out this form with the accompanying course load assignment document, obtain your dean’s signature and submit to your division/school’s Academic Assistant. The Academic Assistant will input all appropriate information and will notify the Provost Office when there is a new entry. Final approval is made by the Provost and all agreements are generated by the Provost Office.

Recommended Rank/Title:      Recommended Salary: $

Course Load Assignments (see 2nd page): All course load assignment(s) will be included on the contingent faculty teaching agreement.

|  |  |
| --- | --- |
| Hiring Rationale/Comments: |       |
|  |  |
|  |   |
| Signature – Chair (where applicable) Date | Signature - Dean Date |
|  |  |
| Department (where applicable) | School/Division |

**Course Assignment(s):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.