PACIFIC LUTHERAN UNIVERSITY

CONTRACT RECOMMENDATION
for
NEW Contingent Faculty
(with Benefits)

Academic Year:
Division:

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   Dean, Division or School   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: _____

%	FUND	ORG	ACCOUNT	Program	Annual Salary:
			6161		
			6161		

Course Assignment Sheet

Academic Year	
Last Name	**First Name**
Department	
Division/School	

TERM	CRN	SUBJECT	COURSE NAME	# of CREDITS	COURSE LOAD*	FTE*

Total: **Credits**   **LOAD**   **FTE**

*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 below: