

COLLEGE OF ARTS AND SCIENCES REQUEST FOR ADJUNCT FACULTY CONTRACT or OVERLOAD

Name of Candidate _____ BGSU ID# _____

Address (Dept. or School preferred) _____

TYPE OF APPOINTMENT (Check all that apply)

New Adjunct _____ Continuing Adjunct (last semester taught) _____
Retired BGSU Faculty _____ Administrative Staff* _____

OR

Faculty Overload

*If this is for a fulltime Administrative employee, please complete the following:

Is course scheduled during work hours? yes no

If yes, please indicate how time will be made up: _____

Credentials Needed for **NEW** Appointments **OR returning faculty with a one-year break in service:**

- Letter of Application
- Resume
- Official Transcripts of Highest Degree
- Current (original) Letter of Recommendation (2 – not more than one year old)
- Completed I-9 Form (College office will handle)
- Background check

NOTE: All credentials must be submitted to the College office before a contract can be issued. The I-9 form is not necessary for reappointments or overloads.

TERMS OF CONTRACT OR OVERLOAD

Contract Period:

Semester _____ Academic Year _____ Other (specify dates) _____

Rank:

Rate Per Credit Hour: \$ _____ Total Payment: \$ _____

Subject/Catalog Nbr: A&S-2000	Class Section: 1001	Class Nbr: 71667	Unit Hours 3
Subject/Catalog Nbr: _____	Class Section: _____	Class Nbr: _____	Unit Hours _____
Subject/Catalog Nbr: _____	Class Section: _____	Class Nbr: _____	Unit Hours _____
Subject/Catalog Nbr: _____	Class Section: _____	Class Nbr: _____	Unit Hours _____

Source of funds: † Dept/School FIL Honors Grant LWOP Other _____

Department number to be charged if other than regular department /school _____

Is this course(s) listed in the Unstaffed Courses Report? Yes No

If no, why not? _____

Signature, Chair/Director _____ Date _____ Department/School _____

Signature, Dean _____ Date _____

For A&S Office use only: Total Payment: \$ _____

Fund: _____ DEPT: _____ Account: _____ Per Class: \$ _____ Per Pay: \$ _____ FTE: _____ %

Fund: _____ DEPT: _____ Account: _____ Per Class: \$ _____ Per Pay: \$ _____ FTE: _____ %