

FULL-TIME FACULTY APPOINTMENT AUTHORIZATION GUIDELINES

This form is to be used for tenure-track and full-time temporary faculty and must be completed and approved PRIOR TO the faculty member beginning employment.

Payroll Information

For the fall semester, the first pay date for an academic year appointment will be September 1; pay forms must be submitted to Academic Affairs by August 1, for timely pay. For the spring semester, the first pay date is February 1; pay forms must be submitted to Academic Affairs by December 15.

For Payroll purposes, appointment dates for the fall semester are August 1 thru December 31. Appointment dates for the spring semester are January 1 thru May 31. If the faculty member begins teaching after the beginning of the semester, the pay will be pro-rated by the Payroll Office based on the effective date of employment. If the pay is not to be prorated, indicate this in the comments section.

Definitions

A **new hire** is considered to be someone who HAS NOT worked for the University during the past 12 months

A **reappointment** is someone continuing university employment with no break in service (excluding summer for faculty).

A **rehire** is someone returning to university employment after a period of non-employment (summer is not considered a break in service).

Call HR at ext. 4114 on questions of previous employment and employment eligibility. Prior to or on the first day of employment, a new employee must go to the HR (Rankin Hall) and the Payroll Office (Rankin Hall) with the proper identification to complete the following forms:

- I-9 Immigration Form
- Employee Information Form
- Tax Withholding Forms
- Drug-Free Form
- Confidential Data and Computer User Agreement
- Direct Deposit Authorization

A **tenure-track** appointment is an ongoing faculty appointment leading to tenure after yearly reviews and a positive tenure evaluation. Tenure-track faculty are appointed at the rank of Assistant Professor/Librarian, Associate Professor/Librarian, or Professor/Librarian.

A **one-year** faculty appointment is a full-time temporary appointment that does not lead to tenure. Full-time temporary faculty are hired at the rank of Instructor for a fixed term of one academic or one fiscal year.

Credentials

All faculty must have academic credentials on file in the Office of the Provost and Vice President for Academic Affairs. For newly-hired faculty, attach a vita or resume, an official transcript of the highest degree earned and three signed letters of reference to this form.

Rate of Pay

The rate of pay for each rank of tenure-track and full-time temporary faculty is determined and published each year by the Office of the Vice President for Academic Affairs. If the rate of pay is different from the published rate then an explanation must be provided in the comments section of the form.

Document Flow

1. Chairperson – Approval Signature
2. Dean – Approval Signature
3. Affirmative Action – Approval Signature
4. Grants (if applicable) – Approval Signature
5. Provost – Approval Signature
6. Employee – Acceptance of Appointment Letter
7. Human Resources – Verify E-class, Pos. #, I-9
8. Payroll – Payment