



# INDIANA STATE UNIVERSITY

## Part-Time No Benefits Faculty Appointment Authorization\* (One Semester Only)

- NEW HIRE-** HAS NOT previously worked for the University.
- REAPPOINTMENT-** CONTINUING university employment with no break in service (excluding summer for faculty.)
- REHIRE-** RETURNING to university employment after a period of non-employment (summer is not considered a break in service).

ISU ID/SSN \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

Title:  Part-Time Lecturer (9 or fewew credit hours)  Emeriti

\*See Guidelines for Part-Time No Benefits Faculty Authorization

Effective Date:

Fall Semester 20 \_\_\_\_

Spring Semester 20 \_\_\_\_

Start Date \_\_\_\_\_

### Class/Assignment Schedule:

| Course Title/Other Assignment | Credit Hours | Credit Hour Rate | Semester Salary |
|-------------------------------|--------------|------------------|-----------------|
| _____                         | _____        | _____            | _____           |
| _____                         | _____        | _____            | _____           |
| _____                         | _____        | _____            | _____           |
| _____                         | _____        | _____            | _____           |
| _____                         | _____        | _____            | _____           |
| Semester Totals:              | _____        | <del>_____</del> | _____           |

All employees & staff of ISU are bound by all NCAA, Missouri Valley Conference & institutional rules & regulations pertaining to intercollegiate athletics & must conduct themselves in accordance therewith. For more complete information on the duties and obligations of ISU employees & staff in this regard, employees and staff should contact the Compliance Office in the ISU Athletic Department.

This offer is conditional upon your having a citizenship, residency, or non-immigrant status appropriate for employment in the United States. The Form I-9 of the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services requires documentation of your identity and employment eligibility. Form I-9 must be returned to the Office of Human Resources, 300 Rankin Hall, on or before the first day of employment. You will not be allowed to start work until this process is complete. Originals of unexpired documents evidencing immigration status must be submitted within 72 hours of this date. For a list of acceptable documents, please use the following link [http://www.indstate.edu/humres/docs/i-9\\_exp3-31-2016.pdf](http://www.indstate.edu/humres/docs/i-9_exp3-31-2016.pdf) or visit the Human Resources website and select the Forms/Policies tab. For information concerning E-Verify please go to <http://www.indstate.edu/humres/employment/e-verify.htm>. A Criminal Background Check will also be completed prior to hire. See the University Handbook for the policy at <https://www.indstate.edu/handbook>, section 305.7 Faculty Criminal Background Policy.

I agree that I will teach the courses listed above & accept the conditions of employment as defined in the University Handbook, <https://www.indstate.edu/handbook>. The appointment is contingent upon student enrollments in the courses to be taught or activities to be directed, & may be canceled if enrollments are not sufficient to warrant the expenditure of resources. I understand that this appointment is not effective until approved by the Dean & Office of the Provost.

I certify that the above information is correct.

Employee Signature X \_\_\_\_\_ Date \_\_\_\_\_