

# 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: <b>A&amp;S-2000</b>	Class Section: <b>4004</b>	Class Nbr: <b>71667</b>	Unit Hours <b>3</b>
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: \_\_\_\_\_ %