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:____ %*