## EASTERN CONNECTICUT STATE UNIVERSITY PART TIME FACULTY ASSIGNMENT AUTHORIZATION

NEW (Search) Resume & job description to be included
NEW (Emergency) Resume & job description to be included
CONTINUING (Address required)

Date

Note: Complete SECTION I, then print for signatures. I. TO BE COMPLETED BY DEPARTMENT CHAIR SEMESTER ("X" ONE) DEPARTMENT YEAR SPRING SUMMER **FALL** INTERSESSION LECTURER NAME ID# HOME PHONE **BUSINESS PHONE** START DATE END DATE ADDRESS: TO BE COMPLETED BY DEPT. CHAIR/SUPERVISOR FOR THE COURSES/DUTIES LISTED BELOW: COURSE COURSE COURSE TITLE/ STUDENT FAC LOAD DAYS HOURS ROOM BANNER INDEX SECTION NON-TEACHING ACTIVITY CREDIT/HRS NO **CREDITS** NON-TEACHING RESPONSIBILITIES: CLOCK/LOAD HOUR (1 FLC=45HRS) **LECTURERS:** Full Time Faculty Member (Summer & Intersession) SUOAF Member or Other Full Time Staff Member I CERTIFY THAT I HAVE EXAMINED THE CREDENTIALS OF THE ABOVE EMPLOYEE AND ATTEST THAT HE/SHE MAINTAINS: ☐ APPROPRIATE TERMINAL DEGREE ☐ LESS THAN APPROPRIATE TERMINAL DEGREE Signature, Department Chair/Supervisor Date II. TO BE COMPLETED BY APPROPRIATE DEAN OR VICE PRESIDENT ACADEMIC AFFAIRS RECOMMENDATION APPROVED RECOMMENDATION APPROVED WITH FOLLOWING CHANGES: RECOMMENDATION DISAPPROVED. REASON: Signature, Dean or Vice President Date Signature Provost/Approval Authority Date III. TO BE COMPLETED BY HUMAN RESOURCES D Appropriate terminal degree and no more than thirty (30) load credits completed A Less than appropriate terminal degree and no more than thirty (30) load credits completed B Less than appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed E Appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed C Less than appropriate terminal degree and more than sixty (60) load credits completed. F Appropriate terminal degree and more than sixty (60) load credits completed. PPD START DATE PPD END DATE AMOUNT # OF PAYS \$ AMT/PAY EMP# EMP REC POSN APPROVED DISAPPROVED. REASON: \* No union dues for summer and intersession.

Signature, Human Resources

 $Distribution: \ Original-HR \qquad Copies: Payroll, \ Department\ Chair/Supervisor,\ VP/Dean$