

EASTERN CONNECTICUT STATE UNIVERSITY PART TIME FACULTY ASSIGNMENT AUTHORIZATION

Note: Complete SECTION I, then print for signatures.

<input type="checkbox"/>	NEW (Search) Resume & job description to be included
<input type="checkbox"/>	NEW (Emergency) Resume & job description to be included
<input type="checkbox"/>	CONTINUING (Address required)

I. TO BE COMPLETED BY DEPARTMENT CHAIR

DEPARTMENT	SEMESTER ("X" ONE) <input type="checkbox"/> FALL <input type="checkbox"/> INTERSESSION <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER			YEAR	
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 NO	COURSE SECTION	COURSE TITLE/ NON TEACHING ACTIVITY	STUDENT CREDITS	DAYS	HOURS	ROOM	FAC LOAD CREDIT/HRS	BANNER INDEX

NON-TEACHING RESPONSIBILITIES: _____ CLOCK/LOAD HOUR (1 FLC=45HRS) _____

LECTURERS: <input type="checkbox"/>	Full Time Faculty Member (Summer & Intersession)	<input type="checkbox"/>	SUOAF Member or Other Full Time Staff Member
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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

<input type="checkbox"/>	RECOMMENDATION APPROVED
<input type="checkbox"/>	RECOMMENDATION APPROVED WITH FOLLOWING CHANGES: _____
<input type="checkbox"/>	RECOMMENDATION DISAPPROVED. REASON: _____

Signature, Dean or Vice President _____ Date

III. TO BE COMPLETED BY HUMAN RESOURCES

<input type="checkbox"/>	A Less than appropriate terminal degree and no more than thirty (30) load credits completed	<input type="checkbox"/>	D Appropriate terminal degree and no more than thirty (30) load credits completed
<input type="checkbox"/>	B Less than appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed	<input type="checkbox"/>	E Appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed
<input type="checkbox"/>	C Less than appropriate terminal degree and more than sixty (60) load credits completed.	<input type="checkbox"/>	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
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED. REASON: _____				

* No union dues for summer and intersession.

Signature, Human Resources _____ Date

Distribution: Original – HR Copies: Payroll, Department Chair/Supervisor, VP/Dean