

# Request for Temporary Faculty

Use this form to request the appointment of faculty who are not tenured, tenure-track, or lecture-track and graduate students who won't be paid by the GSAS and/or TATTO. Submit one form for each position requested. **An updated teaching plan for the semester(s) requested must accompany this form.**

Submit to Susan Lee, Emory College, 400 Candler Library, [susan.lee@emory.edu](mailto:susan.lee@emory.edu).

## 1. Course Information (list all courses to be taught)

Number	Title	Credit Hours	Projected Enrollment	Required for Major?	Who Usually Teaches the Course?

## 2. Appointment Information

Primary Department	Secondary Department	Full-Time or Part-Time?	Length of Appointment	Office Space Available?	Priority (only one top priority)
		<i>circle one</i>	*Fall 200__ *Spring 200__ <i>circle all that apply</i>	Yes, No, or Not Needed <i>circle one</i>	

## 3. Candidate's Information

Name (required for all, including grad students)	Address	Highest Degree Earned	Suggested Rank	CV & Proof of Degree Attached? (not required for grad students)	Appointment
			*Grad Student Instructor *TA (don't include TATTO) *Instructor *Visiting _____  <i>circle one or specify an alternative</i>	*Yes *No  <i>circle one If no, explain why not.</i>	*Employed by another Emory department *New *Reappointment  <i>circle all that apply</i>

## 4. Justification

Why are you requesting a temporary faculty member? In other words, why can't the course(s) listed above be taught by a tenured, tenure-track, or lecture-track faculty member?

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## 5. Salary Information

a. Suggested Salary

Salary Scale: Grad. Student: \$3,000/course; Recent PhD: \$4,000/course; Asst Prof: \$4,500/course, Assoc Prof.: \$5,000/course, Prof: \$5,500/course

Amount per course \_\_\_\_\_ X Number of courses \_\_\_\_\_ = Total Salary \_\_\_\_\_

b. Justification

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c. Who would fund the salary, e.g., URC, Emory College, Oxford College, Grant?

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d. If the salary would be funded by a source other than Emory College, how much did that source allocate?

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e. If the salary would be funded by Emory College, have you already received approval from the dean? *If so, please attach a copy of the approval letter.*

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Chair's Signature (required)