

Request for Temporary Faculty

Use this form to request the appointment of faculty and graduate students who are not tenured, tenure-track, or lecture-track. Submit one form for each position requested. A department teaching plan must accompany your request. Submit to Susan Lee, Manager of Faculty Appointments, 400 Candler Library, slee05@emory.edu, 7-2675.

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?	Fall semester, Spring semester or both?	Office Space Available?	Priority (only one top priority)

3. Candidate's Information

Name	Address	Highest Degree Earned	Suggested Rank	CV & Proof of Degree Attached? <small>(Not required for graduate students)</small>	New or Continuing Appointment?

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?

5. Salary Information

a. Suggested Salary (total salary for the appointment)

b. Justification

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

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

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

Chair's Signature (required)