

Request for Temporary Faculty, Graduate Student Instructors, and Teaching Assistants

Department Information				
Primary Dept.		Secondary Dept.		
Please indicate semester(s) and year:		Spring 2023(Temp.requests for AY23-24 will be requested via a Qualtrics survey to be provided in Dec.2022)		
Expected Start Date:		Expected Number of Payments:		
Courses				
Course Number	Course Title	How many sections?	Required for major/minor?	Satisfies GER?
Reason for Appointment <i>(check all that apply)</i>				
Name of Regular Faculty Member to be Replaced				
Leave of Absence (approved and requested)				
Course Release (approved and requested) URC, Grant, Service as Chair, Director, DGS, DUS, or Other				
Departure (occurred and expected) Retirement, Resignation, Termination, Death, Other				
Explanation				
Approved Fellowship in Department/Program				
Insufficient Staffing (Not Enough Regular Faculty)				
Other				
Candidate <i>(if candidate has been identified)</i>				
Last Name		First	Middle	
Is candidate a citizen of the United States?		YES	NO	If not, authorized to work in the U.S.?
Is this the candidate's first appointment in ECAS?		YES	NO	If yes, attach CV.
Is the candidate employed at Emory outside ECAS?		YES	NO	If yes, which school/unit?
		Full-time		Part-time
Suggested Rank		Instructor (recommended for most) Visiting Assistant Professor Visiting Associate Professor Professor		Fellow (teaching postdocs and other fellows) Graduate Student (not funded by Graduate School) Teaching Assistant (not funded by Graduate School) Visiting Other
Salary Usual Rate Per Course: Teaching Asst. \$1,500-\$2,000 - For classes of enrollment over 30 Grad Student \$3,500 Recent PhD \$4,500 Asst Prof \$5,000 Assoc Prof \$5,500 Professor \$6,000				
Amount Requested Per Course		Number of Courses	Total Salary Requested	
Is this a request for funds from the ECAS "temp budget"?		YES	NO	If no, complete the next section
Salary Source Outside of ECAS "Temp Budget"		Funds Allocated/Requested	SmartKey for Salary and Fringe	
Department/Program Budget		[select]		
Research Account		[select]		
University Research Committee (URC)		[select]		
Emory College Language Center (ECLC)		[select]		
Center for Community Partnerships (formerly OUCP)		[select]		
Grant or Foundation		[select]		
Other (please specify)		[select]		
Approval				
Signature of Chair or Director			Date	

Submit to Dean_of_Faculty@emory.edu with the Subject line **Temporary Faculty**

Revised Aug. 2021

Also upload a copy of the request to the OneDrive site: "ECAS Department and Faculty Development Info Sharing" in the "Spring 2022 Temporary Faculty" folder.