

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 Graduate School and/or TATTO.

Submit to Susan Lee, Emory College of Arts and Sciences, 400 Candler Library, slee05@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 2____ *Spring 2____ <i>circle all that apply</i>	Yes, No, or Not Needed <i>circle one</i>	

3. Candidate's Information

Name	Address	Highest Degree Earned	Suggested Rank	CV & Proof of Degree Attached? <small>(not required for grad students)</small>	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?

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

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

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

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

Chair's Signature (required)
2/2/11