



Faculty Appointment Form

Use this form to initiate letter of intent for TE faculty, or contract for any non-tenure eligible (full-time or part-time) instructional or research faculty

Date _____		Dept/Prog _____	
Chair/Dir Name _____		Manual or Digital Signature of authorized approver _____	
<input type="checkbox"/> Re-Appointment		Banner ID# _____	
<input type="checkbox"/> New Appointment		Date Hiring Proposal approved _____ (New adjunct appts must attach CV and 3 letters of reference)	
<input type="checkbox"/> U.S. Citizen		<input type="checkbox"/> Permanent resident (resident alien) <input type="checkbox"/> Non Immigrant (non-resident alien) <i>If candidate is not a U.S.citizen, dept must notify Reves Center (sjsech@wm.edu)</i>	
Last Name _____		First Name _____ Middle Name or Initial _____	
<input type="checkbox"/> Mr. or <input type="checkbox"/> Ms.		Email _____	
Mailing Address _____		City, State, Zip _____	
Highest Degree in hand _____	Date Awarded _____	Discipline _____	Institution _____
Is PhD pending? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Expected _____	Discipline _____	Institution _____
Salary Index 1 _____	Org Code 1 _____	% for split funding _____	
Salary Index 2 _____	Org Code 2 _____	% for split funding _____	

Consult your department's Adjunct & NTE Replacement Allocation memo and complete the column appropriate for current year or semester.

Full-Time Faculty		Part-Time Adjunct Faculty
Submit form to Kathleen Morgan, kpmorg@wm.edu		Submit form to Dorothy Reyes, dcreyes@wm.edu
TENURE ELIGIBLE (TE)	NON-TENURE ELIGIBLE (NTE)	
This will generate Letter of Intent from Dean A&S followed by Provost's contract	Will generate a contract from Dean A&S	Will generate a contract from Dean A&S
Term <input type="checkbox"/> Acad Year <input type="checkbox"/> Spring <input type="checkbox"/> Check if this is a joint appointment (JAMOU to be completed in Dean's Office) Rank/Title <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor Interim Review Year _____ Tenure Review Year _____ Hire with Tenure (eff) _____ (Reduced tenure clock requires Dean approval) Faculty Position # _____ Replacing (if applicable) _____ Authorized Salary _____ Authorized Moving Alloc _____ Authorized Startup Alloc _____ Total Credits Assigned _____ Notes: _____ _____ _____	Term <input type="checkbox"/> Acad Year <input type="checkbox"/> Fall only <input type="checkbox"/> Spring only Dean-approved multi-year (# years) _____ Title <input type="checkbox"/> Visiting Instructor (no PhD) <input type="checkbox"/> Visiting Assistant Prof <input type="checkbox"/> Visiting Associate Prof <input type="checkbox"/> Visiting Professor <input type="checkbox"/> Lecturer <input type="checkbox"/> Senior Lecturer <input type="checkbox"/> Postdoc or Fellow <input type="checkbox"/> Research Faculty <input type="checkbox"/> MA <input type="checkbox"/> PhD <input type="checkbox"/> MA <input type="checkbox"/> PhD NTE Faculty Position # _____ Replacing (if applicable) _____ Authorized Salary _____ Total Credits Assigned _____ Course # - Section Credits _____ _____ _____ _____ _____	Term <input type="checkbox"/> Acad Year <input type="checkbox"/> Fall <input type="checkbox"/> Spring The title for all adjunct faculty is Adjunct Lecturer <input type="checkbox"/> Check if this is a grad fellow hired to teach using the dept/prog adjunct allocation. <input type="checkbox"/> Check if this adjunct is a College employee who currently has another position. Adjunct Position # (if known) _____ Replacing (if applicable) _____ Authorized Salary _____ Total Credits Assigned _____ Course # - Section Credits Salary _____ _____ _____ _____ _____