

FACULTY CONTRACT REQUEST FORM  
COLLEGE OF ARTS AND SCIENCES

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ LC ID#: \_\_\_\_\_

Department/Program: \_\_\_\_\_  
Replacement For: \_\_\_\_\_  
Special Conditions: \_\_\_\_\_  
Account #: \_\_\_\_\_ Semester/Year: (YYYY) FA SP

*Course(s) to be taught:*

SEM	DEPT	CAT	SEC	TITLE	DAYS/TIMES	CR

**Attachments Required:**

- A current CV.
- Any email correspondence regarding special conditions.

**Chair/Director Signature:**

\_\_\_\_\_

Date Signed: \_\_\_\_\_

**CAS DEAN'S OFFICE ONLY:**

Salary: \$ \_\_\_\_\_

Title: \_\_\_\_\_

Dean's Office Signature: \_\_\_\_\_

INFORMATION SHEET  
Faculty Contract Request Form

**DEPARTMENTS WILL COMPLETE THE TOP PORTION OF THE FORM WHICH INCLUDES THE FOLLOWING INFORMATION.**

Faculty Name: Full name and salutation as it is to appear on the contract.  
 Date: Submission date of this form.  
 Address: Permanent address where contract will be sent.  
 Phone: Person's current phone number.  
 Email: Current email address.  
 ID #: LC ID number (required if a returning faculty member)  
 Department/Program: Academic department requesting contract. This is generally the department or program in which the faculty member will be teaching.  
 Replacement For: Provide the name of the faculty member being replaced; leave blank if not a replacement.  
 Special Conditions: Special conditions are provisions agreed upon during contract negotiations. This can be between the chair and the candidate or the chair and the dean.  
 Semester: Fill in the appropriate year for the semester in which this faculty will teach.  
 Course(s) to be taught: Please fill out the chart completely, including all information requested.

*Example:*

DEPT	CAT	SEC	TITLE	DAYS/TIMES	SEM	CR
HIST	110	01	Early East Asian History	TR 1:50PM-3:20PM	FA	4
HIST	400	02	Read Colloq: Latin America	MWF 11:30A-12:30P	SP	4

**Attachments Required:**

- Vita: Please be sure to attach a current curriculum vitae to the Contract Request Form for new **and** returning faculty.
- Email Correspondence: Please be sure to attach any email correspondence that details special conditions (see above).

**Chair's Signature:** Required to process contract.

**DEAN'S OFFICE WILL COMPLETE THE LOWER PORTION OF THE FORM WHICH INCLUDES THE FOLLOWING INFORMATION.**

Title: Appropriate title for FTE and degree.  
 Salary: Amount of pay requested.  
 Dean's Office Signature: Required to process contract.