

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.