



NEW HIRE PART-TIME FACULTY DATA FORM

NAME _____

SOC SEC # _____

PHONE # (____) _____

E-MAIL _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

DEPARTMENT _____

BUDGET CODE _____

SCHOOL _____

STATUS

VISITING

ADJUNCT

RANK

INSTRUCTOR

ASSISTANT PROFESSOR

ASSOCIATE PROFESSOR

PROFESSOR

CONTACT HOUR RATE _____

(Converted to undergraduate lecture rate; see back of form for explanation and conversion formula.)

SEMESTER HIRED _____

Is this individual employed in any other capacity at the Institute? ____ Yes ____ No

COURSES ASSIGNED

DEPARTMENT

COURSE #

SECTION #

_____	_____	_____
_____	_____	_____
_____	_____	_____

CHAIRPERSON'S SIGNATURE _____

DATE _____

DEAN'S SIGNATURE _____

DATE _____

PLEASE SEND COMPLETED FORM AND ORIGINAL C.V. TO HUMAN RESOURCES AND A COPY OF FORM AND C.V. TO THE PROVOST'S OFFICE

- To ensure that the COLLEAGUE program generates the Faculty Course Load Report and Part-time Faculty Payroll, all contact hour rates must be entered in the COLLEAGUE system as undergraduate lecture rates.
- To convert any other type of rate (e.g. graduate lecture, undergraduate studio, graduate studio) to an undergraduate lecture rate, multiply it by the number of contact hours in a full-time workload for the type of rate it is, and divide by twelve (12). Please refer to the tables below to determine the applicable number of contact hours to use in the conversion formula. As you can see, this number varies depending on the School in which the contact hours are taught.

Number of Contact Hours in a Full-time Workload

School of Art & Design

	Studio	Lecture
Undergrad	15	12
Graduate	12	11

Examples:

A graduate lecture rate in the School of Art & Design is **\$1184**. To convert this rate to an undergraduate lecture rate:

$$\begin{aligned} \$1184 \times 11 &= \$13,024 \\ \$13,024 \div 12 &= \mathbf{1085.33}. \end{aligned}$$

School of Architecture

	Studio	Lecture
Undergrad	16	12
Graduate	14	11

An undergraduate studio rate in the School of Architecture is **\$1200**. To convert this rate to an undergraduate lecture rate:

$$\begin{aligned} \$1200 \times 16 &= \$19,200 \\ \$19,200 \div 12 &= \mathbf{\$1600}. \end{aligned}$$

School of Liberal Arts & Sciences

	Lab	Lecture
Undergrad	15	12
Graduate	14	11

A graduate laboratory rate in the School of Liberal Arts and Sciences is **\$1000**. To convert this rate to an undergraduate lecture rate:

$$\begin{aligned} \$1000 \times 14 &= \$14,000. \\ \$14,000 \div 12 &= \mathbf{\$1166.67}. \end{aligned}$$

School of Info. & Library Science

	Lab	Lecture
Undergrad	-	-
Graduate	-	9

A graduate lecture rate in the School of Information and Library Science is **\$1300**. To convert this rate to an undergraduate lecture rate:

$$\begin{aligned} \$1300 \times 9 &= \$11,700 \\ \$11,700 \div 12 &= \$975. \end{aligned}$$

School of Professional Studies

	Studio	Lecture
Undergrad	15	12
Graduate	-	-

An undergraduate studio rate in the School of Professional Studies is **\$684**. To convert this rate to an undergraduate lecture rate:

$$\begin{aligned} \$684 \times 15 &= \$10,260. \\ \$10,260 \div 12 &= \mathbf{\$855}. \end{aligned}$$