**NEW HIRE PART-TIME FACULTY DATA FORM**

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| --- | --- | --- | --- |
| **Name:** |       | **Social Sec. No:** |       |
| **Phone no:** |       | **Email:** |       |
| **Street Address:** |       |
| **City/State/Zip:** |       |
| **Department:** |       | **Budget Code:** |       |
| **School:** |  |
|  |
| **Status:** | **[ ]  Visiting****[ ]  Adjunct** | **Rank:** | **[ ]  Instructor****[ ]  Assistant Professor****[ ]  Associate Professor****[ ]  Professor** |
| **Contact Hour Rate:****(Converted to UG lecture rate)** |       |
| **Semester Hired:** |       |
| **Is this individual employed in any other capacity at the Institute:** [ ]  Yes[ ]  No |
| **Courses Assigned** |
| **Department** |  | **Course No.** |  | **Section No.** |
|       |  |       |  |       |
|       |  |       |  |       |
|       |  |       |  |       |
| **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 OFFICE** |