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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | | | | | | | | | | | | | | | | |