

Visiting/Part-time Academic Staff Position Approval Form

This form is used to authorize details for visiting academic position to be hired. It should be completed by Head of Department, approved by the Dean or Director and forwarded for to the Vice President and Chief Academic Officer for approval. It is then sent to the HR Department for processing and filing. Copy of the approved form must be sent with a request and documents needed to raise visiting academic job offer.



Please check the appropriate box

- Visiting faculty:** Visiting faculty are hired for one semester or two semesters (up to a maximum of one academic year).
- Part Time Faculty:** Part time faculty are hired on a semester-basis, the form should be completed with every part time offer request prior to the semester for which they are hired to teach.

Position Detail

POSITION TITLE			
POSITION REPORTS TO			
ORGANIZATION UNIT NAME:			
STARTING DATE	CONTRACTUAL PERIOD (for visiting faculty)	<input type="checkbox"/> ONE ACADEMIC YEAR	<input type="checkbox"/> ONE SEMESTER
RANK		GRADE	

Job Type (Please Specify)

- FACULTY*
 LECTURER
 ACADEMIC SUPPORTING STAFF
 OTHER (PLEASE SPECIFY)

Rationale for hiring Visiting/Part Time academic staff – Please attach **documented evidence** indicating the needs to hire visiting/part time academic staff and answer **ALL** of the below prior to submission.

Rationales for Hiring Visiting Academic Staff: 1. 2. 3.
Reasons current Full-Time unit regular faculty cannot fulfill the required assignment. 1. 2. 3.

Course Assignments (to include course, section #, and # of credits) and/or Responsibilities (Teaching Load for Visiting Faculty **15** CH (Semester Appointment); **24** CH (One Academic Year Appointment). For Part time faculty teaching load please consult the relevant policy in the Faculty Handbook.

Fall:
Spring:
Summer:
Other Duties (for all non-instructional appointments):

Qualifications/Skills/ requirement needed for the required assignment.

Authorization

Date:	Signature of Head of Department/Program Director
Date:	Signature of Dean / Director
Date:	Signature of Vice President and Chief Academic Officer