



A&S TERM FACULTY REQUEST FORM

Instructions: Please complete this form for all new and returning **term** faculty members teaching in your department each semester (including anticipated hires). The need for contingent faculty must be reflected in the department or program TAP (teaching assignment projection).
 Email or send completed forms to **Associate Dean Kathrin Bower**, A&S Dean's Office

DEPARTMENT				
NUMBER OF UNITS REQUESTED		FALL		SPRING
Select term faculty type from drop-down list				
<i>The department/program requests position be renewable for up to 3 years (check if applicable)</i>	<input style="width: 50px; height: 20px;" type="checkbox"/>			
Name of hire (if returning)				
Select reason for hire from drop-down list				
If faculty leave replacement, position replaces				
<i>Faculty request has been discussed with the Associate Dean (check if applicable)</i>	<input style="width: 50px; height: 20px;" type="checkbox"/>			
Please list the courses this person will be teaching each semester below				
<p>PLEASE NOTE: All faculty must meet SACS regulation requirements. They must have either a master's in their teaching field or a master's in another field and at least 18 hours of master's level work in their teaching field. Faculty with a terminal degree (PhD or MFA) in their teaching field are paid at a higher rate than those with a master's degree. Please complete this form and attach a SACS justification if your applicant does not have a master's or terminal degree in the teaching field, but has experience or expertise that you regard as equivalent.</p>				
Signatures <i>Instructions: Please type your full legal name and date in the appropriate fields below.</i>				
Department Chair				DATE
A&S Director of Financial Planning & Budget				DATE
A&S Associate Dean				DATE