

WINTER/SUMMER SESSION TEMPORARY FACULTY APPOINTMENT FORM

Department:					REVISION # (specify original, enter # if a revision):				
Dr.									
Ms.									
Mr.		(Last)	(First)		(M.I.)	Highest Degree Earned			
Mailing Address:					Primary Phone:				
					Other Phone:				
Recommendation		Year of Appt.:				Email:			
Check One	Rank	Step	Check All Applic.	Type of Appointment					
	Instructor			New Faculty Check if staff (needs APSCUF permission)					
	Assistant			Temporary Faculty (Full or Part-time) with 60 prior hours workload min.					
	Associate			Full-time Temporary Faculty					
	Professor			Rehired Faculty		Last Date of Hire:			
				Emergency Hire		For These Dates:			
				Retiree? YES or NO (see instructions on reverse)					
Course/Section #		# Credit Hours*	# Workload Hours			Assignment Type	Funding Source		
			Winter	SS 1	SS 2				
TOTAL Hours						**Note CE courses are off-load so do not count as workload.			

Upon the recommendation of the Search Committee and with the majority vote of the Department, I recommend this appointment.

Department Chair Signature: _____ Date: _____

Appointment Recommended?					
Signature	Date	Yes	No	Rank	Step
Dean					
				<i>No entry needed</i>	
APSCUF (required for staff teaching appointments only)			Appointment Approved:		
Provost and Vice President for Academic Affairs			Base Salary:		
The Provost's Office will distribute: Original to Personnel File; copies to Human Resources, Payroll, Budget, Rev. 3/24/2020 Planning Assessment & Analysis, Dean, Department			Session:		

INSTRUCTIONS FOR COMPLETING THE
WINTER/SUMMER SESSION
TEMPORARY FACULTY APPOINTMENT FORM

ACADEMIC YEAR
OF APPOINTMENT

Do not mix winter and summer assignments on one form!
Enter the year of the session, for example "2019."
Although winter classes can start in December, use the January year.

REVISION #

For the first appointment form issued for a TPTF in winter, type "Original."
For the first revision, enter 1; the second, enter 2, etc.

For the first appointment form issued for a TPTF in summer, type "Original."
For the first revision, enter 1; the second, enter 2; etc.

OF WORKLOAD HOURS:

Enter the faculty workload hours (note – may be different from student credits).
For sick leave replacement, enter the full workload hours and be sure to provide
the start and end date of the teaching assignment in the column "Person Being
Replaced or Type of Assignment."

TYPE OF APPOINTMENT:

- New Faculty – check if a first-time appointment.
- Rehired Faculty – if yes, check and enter last appointment – ex. "Spring 2016."
- Emergency Hire – if yes, check and enter specific dates of emergency appointment.
- Retiree: Circle "Yes" if this person is retired from the Commonwealth of PA, the PA Public School System, or PASSHE. If "Yes," consult with Human Resources and the retiree to confirm if this person can be hired without jeopardizing their pension.

ASSIGNMENT TYPE:

Enter one of the following:

- Classroom Instruction
- Distance Ed. (80% or more online)
- Student Teacher Supervision
- Field Supervision
- Clinical Supervision
- AWA (Alternate Workload Assignment – specify what it is in column "Person Being Replaced or Type of Assignment, for ex. "Librarian," "Advisement," etc.)
- II/IS (Individualized Instruction / Independent Study – note that TPTFs can do IS in winter and summer sessions)

FUNDING SOURCE:

Winter Session:

- Continuing Education
- II/IS (if II/IS was the assignment type)
- Grant (give name of grant)

Summer Session:

- Summer
- II/IS (if II/IS was the assignment type)
- Grant (give name of grant)

INFORMATIONAL ONLY:

- *Mini-mesters taught during the summer are paid on the first scheduled summer pay date after the course begins, same as other summer courses.*
- *Courses that start after July 1 are paid in the new fiscal year unless Payroll is notified otherwise.*