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		
				New Faculty	Check if staff (needs APSCUF permission)	
	Instructor			Temporary Faculty (Full or Part-time) with 60 prior workload hours min.		
	Assistant			Full-time Temporary Faculty		
	Associate			Rehired Faculty	Last Date of Hire:	
	Professor			Emergency Hire	For These Dates:	
				Retiree? YES or NO (*see instructions on reverse*)		

Course/Section # *	# Workload Hours** Fall	Spring	Assignment Type	Funding Source	Person Being Replaced / Other Info
TOTAL Workload Hrs. (exclude CE)			*For accelerated courses, please note in "Type of Assignment" column and give course start & end dates.* ***Note CE courses are off-load so <u>do not count</u> in workload total.*		

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					
				No entry needed	
APSCUF (*required for staff teaching appointments only*)				**Appointment Approved:**	
Provost and Vice President for Academic Affairs					
The Provost's Office will distribute: Original to Personnel File; copies to Human Resources, Payroll, Budget, Department, Dean, Planning, Assessment & Analysis				**Base Salary:**	
				Session	

(REV. 3/20)

INSTRUCTIONS FOR COMPLETING THE
TEMPORARY FACULTY APPOINTMENT FORM

ACADEMIC YEAR OF APPOINTMENT   Enter the current academic year – e.g., "2016-17."

OF WORKLOAD HOURS: Enter the faculty workload hours (note – may be different from student credits).
For sick leave replacement, enter the <u>full</u> 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."

RECOMMENDATION: TPTF assignments are ordinarily made at Instructor Step 1.
TFTF assignments <u>may</u> be made at a higher rank/step depending on qualifications. Master's
plus 10 graduate credits required for consideration for appointment at Assistant rank.

TYPE OF APPOINTMENT:

- New Faculty – check if a first-time appointment.
- Temporary Faculty (Full or Part-Time) with 60 prior workload hours min. – has preferential hire status. Chairs will be notified each semester of the updated list of these faculty.
- Full-time Temporary Faculty – check if workload is full time for the academic year.
- Rehired Faculty – if yes, check and enter last appointment – ex. "Spring 2016."
- Emergency Hire – if yes, check and enter specific date of emergency appointment – ex. "Fall 2016," "08/29/16 – 10/1/16," etc.
- 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.

REVISION #:   For the first appointment form issued for a TPTF in an academic year, type "Original"
in this block.
For the first revision, enter 1; the second, enter 2, etc.

ASSIGNMENT TYPE: Enter one of the following:
- Classroom Instruction (includes up to 79% online delivery)
- Distance Learning (80% -100% online)
- Student Teacher Supervision
- Field Supervision
- Clinical Supervision
- Internship/Co-op
- AWA (Alternate Workload Assignment
- II (NOTE: Temporary faculty can't do IS during the academic year)

FUNDING SOURCE: Enter one of the following:
- Department Complement
- Continuing Education
- Dean's Complement Reserve
- Provost's Contingency
- II/IS (if II was the assignment type)
- Sabbatical Leave Replacement
- Sick Leave Replacement
- Parental Leave Replacement
- Child Rearing Leave Replacement
- Acting Manager Replacement
- Other Leave without Pay
- Grant (give name of grant in "Other Info" field)

PERSON BEING REPLACED
OR OTHER INFO:

- If replacement due to leave, enter name of person replaced.
- For sick leave and other assignments less than a semester long, specify start and end dates (first class – last class).
- If AWA was specified as "Assignment Type," enter description – for ex., "Program Director."