**UMBC—COLLEGE OF ARTS, HUMANITIES & SOCIAL SCIENCES**

**REQUEST FOR APPROVAL OF ADJUNCT I & II/SUPPLEMENTAL FACULTY APPOINTMENT**

BASED ON INSTRUCTIONAL NEED AND FUNDS MADE AVAILABLE TO THIS DEPARTMENT, I REQUESTAUTHORIZATION TO APPOINT AS INDICATED BELOW:

DEPARTMENT:       SEMESTER: [ ] Fall or [ ]  Spring of AY

NAME OF APPOINTEE:      EMPLID:

RANK: ADJUNCT I       ADJUNCT II       OTHER

TITLE:

ADDRESS:

E-MAIL ADDRESS:       HOME PHONE:

TEACHING RESPONSIBILTIES:

STIPEND PER SECTION:       TOTAL FOR SEMESTER:

COURSE TITLE(S):

COURSE NUMBER AND SECTION NUMBER:

NUMBER OF CREDITS:       CHARTFIELD STRING AND ACCOUNT

CODE:

NON TEACHING RESPONSIBILITIES:

STIPEND

CHARTFIELD STRING AND ACCOUNT CODE:

SOURCE OF FUNDS:      BASE BUDGET FUNDING

       DEAN’S OFFICE AFTER BUDGET (SPECIFY & ATTACH AGREEMENT)

      OTHER (SPECIFY AND ATTACH DOCUMENT)

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DEPARTMENT CHAIR (OR DESIGNEE) SIGNATURE DATE

This form must be accompanied by a copy of the “intent to appoint” letter, the appointee’s acceptance, and if a new appointee, a brief vitae or information sheet, when forwarded to the Dean, College of Arts, Humanities & Social Sciences

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AUTHORIZATION TO APPOINT PART-TIME/SUPPLEMENTAL FACULTY

BY THE AUTHORITY GRANTED TO ME BY THE PRESIDENT OF UMBC, I HEREBY APPROVE THIS APPOINTMENT AS INDICATED ABOVE.

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DEAN OR REPRESENTATIVE DATE

THIS APPROVAL SERVES AS AUTHORIZATION FOR THE APPOINTEE TO BE PLACED ON THE UMBC PAYROLL. A COPY OF THIS FORM, SIGNED BY THE DEAN, COLLEGE OF ARTS, HUMANITIES & SOCIAL SCIENCES, OR HIS REPRESENTATIVE, MUST ACCOMPANY THE PAYROLL ENTRY WHEN SUBMITTED TO HUMAN RECOURSES.

A COPY OF THIS FORM SHOULD BE SENT TO THE VICE PROVOST FOR FACULTY AFFAIRS

Revised 06/12