

**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 REQUEST AUTHORIZATION 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 RESPONSIBILITIES:

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)

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

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.

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

