

**REQUEST TO APPOINT
TEMPORARY PART-TIME ACADEMIC**
(Not Eligible for Fringe Benefits)

A copy of this request must be approved by the Dean and Provost PRIOR to the beginning of the semester for which the appointment is made and prior to offering the appointment in writing. Requests must include a current CV and draft offer letter.



NOTE: Part-time academic appointments that have not been hired through a regular search may not be assigned 7.5 or more credits for two or more consecutive semesters.

This is a request to appoint a temporary, part-time, non-benefited academic for:

Department	
College	
Appointee	
Course(s) Taught	
Status	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire
Working Remotely	<input type="checkbox"/> No <input type="checkbox"/> Yes - Location: <i>If not in Minnesota or North Dakota, HR approval is required.</i>
<u>Policy 309</u>	CHAIR/HEAD/DIRECTOR, please initial: <input type="checkbox"/> Employee is in compliance with <u>Policy 309</u> Minimum Qualifications for Instructional Faculty.

	Semester (Enter Year)	Salary	Funding Source	Number of Credits	Number of Hours Per Week
Fall					
Spring					
Summer					

Attach a current CV:

Attach draft offer letter:

Review/Approval

<i>Submitted by</i>	<i>Department Chair/Head</i>	<i>Date</i>
<i>Reviewed by</i>	<i>Dean</i>	<i>Date</i>
<i>Reviewed by</i>	<i>Vice Provost</i>	<i>Date</i>