Request to Hire Part-Time Instructor

Instructor Information:

New: ☐ Returning (at least one year break in service): ☐ Revision to existing appt: ☐ Staff Member: ☐

A# (If available): _____ Instructor Name: _____

Org Code: _____ Department: _____

Effective: Semester/Term Year Requested Rate of Pay Per Credit Hour: _____

Instructor Level:

Level 1: ☐ *(Standard Pay Rate: $600)*

Level 2: ☐ *(Standard Pay Rate: $650)*

Level 3: ☐ *(Standard Pay Rate: $700)*

APSU 1000/PASS: ☐ *(Standard Pay Rate: $1,050)*

Courses:

_____ _____

_____ _____

Required Attachments (*if new instructor*):

CV: ☐ Unofficial Transcript: ☐

Optional Attachment:

Request for an Exception for Faculty Qualifications: ☐

Communication Proficiency

Your signature below certifies that the candidate indicated has the ability to read, speak and understand English adequately, and can communicate effectively in the academic environment, in both written and oral forms of communication or is capable of developing to an appropriate level in a reasonable period of time.

Required Approvals:

_____ _____

Department Chair Date

_____ _____

Associate Dean Date

_____ _____

Dean (*If requesting exception for faculty qualifications*) Date

_____ _____

Staff Supervisor *(If requesting to hire an APSU staff member)* Date

Pay Exception Requests:

Chair, please provide justification for increased rate of pay:

_____

Required Approvals:

_____ _____

Dean Date

_____ _____

Provost/VPAA Date

Forward form to Human Resources after all necessary signatures are completed.