

REQUEST FOR **FULL TIME** FACULTY CONTRACT

**Faculty Information:**  
*(please print clearly)*

Social Security #: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Academic Rank: \_\_\_\_\_  
Military Rank (VSM): \_\_\_\_\_  
Period of Appointment: \_\_\_\_\_  
Program Chair/Director: \_\_\_\_\_  
Division Head: \_\_\_\_\_  
Name of Program: \_\_\_\_\_

Degrees Earned: \_\_\_\_\_  
\_\_\_\_\_

**Curriculum Vitae:**  
*(Must be on file by first day of employment)*

Attached: \_\_\_ On File: \_\_\_  
**Official Transcript:** Attached \_\_\_  
**Academic Year:** \_\_\_\_\_  
**Visiting:** \_\_\_\_\_  
**Tenure Track:** \_\_\_\_\_  
**Non-Tenure Track:** \_\_\_\_\_

\*\*\*\*\*  
**TITLE(S):** \_\_\_\_\_  
**SALARY:** \_\_\_\_\_  
**OTHER COMPENSATION:** \_\_\_\_\_  
\_\_\_\_\_

**DIVISION/DEPARTMENT INFORMATION:**

Division: \_\_\_\_\_ Department: \_\_\_\_\_  
Budget #s : \_\_\_\_\_  
**Work Location: Campus** \_\_\_NC \_\_\_Off Campus – State: \_\_\_\_\_

Is this contract necessary to:  
\_\_\_\_ replace someone on leave (name of faculty on leave) \_\_\_\_\_  
\_\_\_\_ fill a vacant position (who had the position) \_\_\_\_\_  
\_\_\_\_ other: \_\_\_\_\_

**COURSE INFORMATION:**

Course #:	Description:	# Credits/Credit Hours:	# Sections:
_____	_____	_____	_____
_____	_____	_____	_____

Special Conditions to the Contract: \_\_\_\_\_  
\_\_\_\_\_

**Date of Request:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Provost* *Division Head*