



Faculty Reappointment Form

This form is for reappointing adjunct or visiting faculty **ONLY**. It should be attached in the Personnel Action Request at the time you update an existing faculty member's status. This form and the faculty member's current CV should be attached.

Name

Date

Title

Date of initial appointment

What will you pay this faculty member for the semester?

Do you have a copy of the faculty member's transcript on file?

- Yes, the transcript is on file.
- The transcript has been requested but not received.

Base pay per course

of courses teaching

Total course payment
(base x # of courses)

Course development pay

**Total Financial
Commitment**

If the faculty member does not have a terminal degree in the area in which they will be teaching, what is the justification for their hire in your department/school?

What courses (and their credit hour values) do you anticipate this faculty member will teach? (one course per line, please)

Any other additional comments? (example: this person is a staff member or will teach in more than one school)

Chair's Evaluation of Faculty Member's Performance: