

Materials To Be Submitted For Faculty Outside Employment, Sabbatical and Academic Leave, Endowed Professorships, Faculty Contracts, Separations and Retirements, and Request to Hire

The following outline lists the necessary documents that must be submitted for review and processing of each personnel action. If any of the documents are omitted from your submission, your requests will be returned to you unprocessed. If you have any questions regarding the documents, please call Diane Dooley at x3036.

Faculty Outside Employment

1. Faculty Request to Conduct Outside Employment form signed by the faculty member and the Dean of the College.
2. Explanation to include the nature and extent of the professional work for which the request is submitted.

Sabbatical and Academic Leave

1. List of recommendations from the Grants and Leaves Committee.
2. Application and proposal
3. Deans' recommendation letter

Endowed Professorships

1. Dean's recommendation letter with the effective term dates.
2. Updated Curriculum Vitae for the Professor.

Faculty Contracts

Returning Ordinary Tenured Faculty

1. Full time tenured contract

Returning Ordinary Faculty Non Tenured

1. Full time tenure track contract

New Ordinary Faculty

1. Full time tenure track contract
2. New Full time Faculty Checklist with supporting documents attached.
3. Copy of Personnel Notification Form

Extraordinary Faculty

1. Full time non-tenure track contract

New Extraordinary Faculty

1. Full time non-tenure track contract

2. New Full time Faculty Checklist with supporting documents attached.
3. Copy of Personnel Notification Form

Part time Faculty

1. Part time faculty contract
2. Copy of Personnel Notification Form

New Part time Faculty

1. Part time faculty contract
2. New Part time Faculty Checklist with supporting documents attached.
3. Copy of Personnel Notification Form

Renewal of Contracts for Non-Tenured Faculty on Tenure-Track Appointment

1. Completed Request for Academic Personnel Action form.
2. Contract renewal recommendation by the Dean.
3. All evaluation and/or review documents.

Separation/Retirements

1. Copy of resignation/retirement letter.
2. Deans' Recommendation for Emeritus Status

Request to Hire

1. Completed form signed by the Dean
2. Search Plan
3. Job Description
4. Proposed Advertisement