

Academic Appointment Recommendation – PART TIME

Select Contract Type:

- Adjunct I
- Adjunct II
- Amendment

Select Rank:

- Lecturer
- Assistant Professor
- Associate Professor
- Professor

Is the Appointee New to the University? YES NO

Appointee's Legal Name: Last: _____ First: _____ Middle Initial: _____

Address of Residence: Street: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____ Email Address: _____ Visa Status: _____

- Is this individual a UMES student? Yes No
- Dual Employment Status: (Check One)
- No Dual Employment
 - Dual Employment within University
 - Multiple Employment with another USM Institution
 - Multiple Employment with another State Agency

Budget Information

Employing Department:		<input type="checkbox"/> SANS <input type="checkbox"/> SESA <input type="checkbox"/> SBT <input type="checkbox"/> SPHP <input type="checkbox"/> Library Services		
Appointment Period:		Semester: (Identify Semester)	Source of Funds: (Budget #):	Preparer: (Name & Email address)
Start Date:	End Date:			

Teaching Assignment (Please complete the chart below – providing all information requested)

Course No., Section No., Course Title	Credit Hours	Maximum \$ Amount paid per course	Enrollment
The maximum total salary is:		\$	
Special Conditions: (if any)			

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I hereby certify that the above information is correct:

Department Chair / Director:	Date:
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Approvals:

Grant Accountant / Title III / Sponsored Programs: (if applicable)	Date:	
Employment Manager:	<input type="checkbox"/> Resume <input type="checkbox"/> Application <input type="checkbox"/> Letters of Recommendation / References <input type="checkbox"/> Background Check Completed <input type="checkbox"/> Official Transcripts	Date
Director of Human Resources:	Date:	
Budget Director: (Budget Reviewed & Approved for Use.)	Date:	
Dean:	Date:	
Provost & VP for Academic Affairs:	Date:	
VP of Administration and Finance	Date:	

Important Reminders:

- Please ensure that every field is complete and accurate before uploading into Dropbox Sign.
- When uploading the document into Dropbox Sign remember to put the correct signature order and select “set signing order” under signer settings.
- Copy facultycontracts@umes.edu to ensure that the completed form is received and the contract issued.