ACADEMIC POSITION CON¢RACT REQUEST FORM AY _____

◉ **New** ○ **Returning** ○ ***Grant** ○ **Other**

Name: _____ Soc.Sec.No.: _____

◉ With Ph.D. ○ Without Ph.D.

Rank/Title: _____ Discipline: _____

Academic Department_____ College_____

◉ Pretenure ○ Nontenure ○ Official Appointment to Nontenure (Noninstructional) Position

◉ Full-Time ○ Temporary Full-Time Appointment Dates: From_____ To__ __

◉ US Citizen or Permanent Resident ○ International

Annual Salary: $ _____ Months: ◉ (9) ○ (12) ○ (4 ½) ○ (Other)

Budgeted Position:
Page: _____ Line #: _____ Account #: _____
Page: _____ Line #: _____ Account #: _____

*Other Funding Source:
Grant Name: _____
Funding Source: _____
Sponsored Programs Approval Initials and Stamp: _____

◉ New (or) ○ Replacement for (name): _____

Justification for Appointment (include classes to be taught, advising, assignments, etc.):

(Send letters of application, letter of offer, vita, and reference letters if such documents were not sent to VCAAR earlier. **Official transcripts must be on file in the VCAAR office prior to the beginning of the contract period.)**

Recommended by:

_____
Department Chair Date

_____
Dean of the College Date

Approved by:

_____
V.C. Academic Affairs and Research Date

_____
V.P. Finance and Administration Date

Revised 6/2009