

# CHICAGO STATE UNIVERSITY

Office of the Provost and Vice  
President for Academic Affairs

## Faculty Hiring Form

Name \_\_\_\_\_ UID \_\_\_\_\_  
(Leave blank for new hires)

Highest Degree \_\_\_\_\_ University \_\_\_\_\_

Period of Employment: From \_\_\_\_\_ Through \_\_\_\_\_

Full-Time

Part-Time

### Application for Employment

Attached

On file in Human Resources

Rank \_\_\_\_\_ (If part-time, rank will be lecturer)

Salary (*Completed by Provost*) Monthly \$ \_\_\_\_\_ Annual \$ \_\_\_\_\_

Contract Term \_\_\_\_\_ Department Name \_\_\_\_\_

New Position  Replacement Position Account Number: \_\_\_\_\_

Position Number \_\_\_\_\_ Class Code \_\_\_\_\_

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### If part-time faculty member, complete the following:

**Maximum course cues for part-time faculty: 9 per term and 17 for the academic year. (Courses over the maximum will not be accepted for part-time appointments).**

Course and Section to be taught      Number of Credit Hours      Number of Contact Hours Weekly

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If currently employed in another CSU department, submit an Override request.

Currently employed at a junior or state college?  Yes  No

If yes, give name of college \_\_\_\_\_

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### APPROVALS

1. _____ Department Chairperson      Date	4. _____ Director of Budget      Date
2. _____ Dean      Date	5. _____ Equal Opportunity Officer      Date
3. _____ Dean/Continuing Education ( <i>Extension Courses Only</i> )      Date	6. _____ Provost/Academic Vice President      Date
	7. _____ President      Date

*This form must be returned to Contract Administration and Academic Personnel for payroll processing.*

Application for employment must accompany this form.