Faculty Hire Information

Effective Date		**Employee ID**	
First Name			
Last Name			
Middle Initial		**Gender**	
		Marital Status	
Home Address			
Home City		**Home Zip Code**	
Home State			
Mailing Address			
Mailing City		**Mailing Zip Code**	
Mailing State			
Home Phone Number		**Highest Educ Level**	
Home Email Address			
Job Code (4 digit Class Code)		**Pool ID**	
Peoplesoft Dept ID		**Fund**	
Reporting Unit		**Program (if needed)**	
		Project / Grant (if needed)	

Employee Class:

FERP		Retired Annuitant	
PreRetirement TB Reduction		Temp Lecturer	
Regular Perm/Probationary		Temp, 3 Year Lecturer	

Grade:

1 - Lecturer L		4 - Lecturer C	
2 - Lecturer A		4 - Associate Professor	
2 - Assistant Librarian		4 - Associate Librarian	
3 - Lecturer B		5 - Lecturer D	
3 - Assistant Professor		5 - Professor	
3 - Senior Assistant Librarian		5 - Librarian	

Probation Code:

None		(Temp fac, ret annuitants, spec cons)	
Probation (Tenure Track)			
Terminal Year			

Probation End Date			

Anniversary Code:

Eligible for SSI		None (SSI not applicable)	
Max (salary is over SSI max)		SSI Max (SSI counter is 0)	

Anniv Month/Year (if SSI elig)		(n/a for lecturers)	
Appt End Date		(for temp fac, FERP, retired ann)	

Red Fields: Completed by Schools   Blue Fields: Completed by VPAA   Black Fields: Completed by Personnel

Faculty Hire Information

Pay End Date		**(for temp fac, FERP, retired ann)**
Retirement Code		
Red Circle Date		
Legal Reference		**(for FERPS and ret ann: GC21227)**
AY Duration of Appt (for temp faculty):		
1 Year		**5 Years**
2 Years		**1 Semester**
3 Years		
4 Years		
Comp Rate (Monthly Base Salary)		
Sabbatical Eligibility (Month / Year)		FT for 6 of the last 7 yrs; 6 yrs since last sabb or DIP
FERP Elig End Date (prgm end date)		Five year maximum
DIP Eligibility (Month / Year)		FT for 6 of the last 7 yrs; 3 yrs since last sabb or DIP
Faculty SSIs Remaining		Eight maximum
Fall Semester (enter 4 digit year)		
Faculty Fraction (xx/xx)		**Summer Session (enter 4 digit year)**
Faculty Teaching Load (in WTUs)		**Faculty Fraction (xx/xx)**
		Faculty Teaching Load (in WTUs)
Spring Semester (enter 4 digit year)		
Faculty Fraction (xx/xx)		
Faculty Teaching Load (in WTUs)		
		School Code (previous employer)
Start Date		**School Dean**
		Department Chair
School		**Actual Monthly Salary**
Department		**Actual Semester Salary**
Secondary Department		**Actual Annual Salary (optional)**
Background Check: Yes ( ) No ( )		
New Position / Replacement For		
Teaching Responsibility (PT appt)		
Comments:		
Dean's Signature		**Date**
Provost & VPAA Signature		**Date**

Red Fields: Completed by Schools   Blue Fields: Completed by VPAA   Black Fields: Completed by Personnel