



INSTRUCTIONAL POSITION DESCRIPTION

Non-Tenurable Faculty Appointment (To Accompany RPT and Hiring Authorization Forms)

Name: _____ Term(s): _____

Title and Rank: _____

Department: _____

Instructional Workload: (Identify the factors in your workload definition; i.e., course credits, class size credit, contact hours credit and other credit equivalency)

_____ **Instructional FTE Assigned** (Using 15 credits = 1.0 Semester FTE)

_____ **Non-Instructional FTE (if any) Assigned**

_____ % **Research** (Please attach a description of assignment)

_____ % **Service** (Please attach a description of assignment)

_____ **Total FTE**

Base Salary: \$ _____

(If salary is from multiple funding sources, please attach a breakdown by assignment)

Semester Pay: \$ _____

NOTE: Semester Pay = $\frac{\text{Base Salary} \times \text{Total FTE}}{2}$

Department Chair

Date

Dean

Date

Provost

Date

Faculty Member

Date

NOTES: (1) Employment is contingent upon a satisfactory criminal background investigation. The determination of "satisfactory" is at the sole discretion of the Employer. Immediate dismissal will occur if criminal background investigation results are unsatisfactory. (2) This is a term contract and will be automatically terminated at the conclusion of the term. (3) This position is contingent upon need and availability of funding. (4) Continued employment beyond the initial hiring semester is contingent upon the receipt of an official transcript documenting the highest earned degree awarded by the end of the initial semester of employment. (revised 9-3-04)