

REQUEST FOR FULL OR PART-TIME FACULTY APPOINTMENT & PAYROLL AUTHORIZATION

(To be completed to initiate full-time or part-time appointment and compensation of selected faculty)

Date of Request: _____ ID #: _____

Employee Class: _____ Department: _____

Name: _____ Sex: Male Female
 Last First MI

Address: _____ Preferred email: _____
 _____ Secondary email: _____

Recommended Title: _____ Salary: \$ _____

Discipline (HUA only): _____

Status: Tenure Track Non-Tenure Track: (FT; 1/8; ¼; ½ ¾; Other _____) FTE: _____ %

FOAPAL	Department / Grant Name	Percent (must equal 100%)	Position #	Job Type (P,S,O)

For Provost Office use ONLY: Payroll Begin Date(s): _____ Payroll End Date(s): _____

Paid over _____ months Other Information: _____

To be completed for non-tenure-track hires:

Course # and Title	Term/Semester (s)

Other Duties & Remarks: _____

Is this Candidate a non-resident Alien? Y N If yes: Country of Citizenship: _____

Country of Birth: _____ City of Birth: _____

If currently in US, Date of Arrival: _____ I-94 #: _____ Current Non-Immigration Status: _____

Approval Signatures: Department Head: _____ Date: _____

Code: Employee Class:	
DH	Department Head 11-12 months
FT	Faculty - Tenured
FN	Faculty - Tenure Track
FA	Faculty - Affiliate
F1	Faculty Non-TT Full-time
F2	Faculty Non-TT Part-time
Code: Salary Account:	
6110	Faculty T/TT (DH, FT, FN)
6111	Faculty Non-TT Full-time (F1)
6112	Faculty Non-TT Part-time (F2)

Accounting Office: _____ Date: _____
 (Positions funded with soft \$ or restricted funds)

Division Head: _____ Date: _____

Human Resources: _____ Date: _____

Authorization Deadlines: (Completed and with ALL Signatures)
 Typically Monthly - 18th by 10 a.m. Follow link for payroll deadline calendar: <http://www.wpi.edu/Admin/HR/deadlines.html>

If a candidate is new or has not been employed at WPI within the past three years, attach a copy of CV and forward to Provost's Office.

8/09 Copy to: Orig Dept Provost Office HR Acctg Int. House