

**REQUEST FOR FULL- OR PART-TIME FACULTY APPOINTMENT**

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

Date of Request: \_\_\_\_\_ ID No.: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_

Appointment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Sex: Male Female

Status: Tenure Track Non-Tenure Track: ( FT; 1/8; 1/4; 1/2; 3/4; Other \_\_\_\_\_ )

Recommended Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

FOAPAL	Department / Grant Name	Percent	Position #

Is the candidate a non-resident alien? Y N

If yes:

Country of Citizenship: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_ Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

If the candidate is currently in the United States:

Date of Arrival: \_\_\_\_\_ I-94 Number: \_\_\_\_\_ Current Non-Immigrant Status: \_\_\_\_\_

Location of U.S. Consulate to be Notified (H1 only): \_\_\_\_\_

To be completed for non-tenure track hires:

Course # and Title	Term (s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other Duties & Remarks: \_\_\_\_\_

**Approval Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

If candidate has not been previously employed at WPI, attach completed Affirmative Action Compliance Form and a copy of the candidate's resume to this form and forward to the Provost's Office.

5/99 **Copy to:** \_\_\_ Orig Dept \_\_\_ Dept \_\_\_ Acctg