**FACULTY APPOINTMENT FORM**

**(Print on green paper)**

**Health Affairs - Faculty Appointment**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Appointee | Social Security No. or E# | Department |
|       |       |       |
| Rank and Title | Box No. | Campus Phone No. |
|       |       |       |       |
| Building Name | Room No. | Check Dist. No. | Position No. |
|       |       |       |       |
| Contact | Contact Extension | Dept. Organization No. | Timekeeping Location |
|       |       |  |  |
| Supervisor | Supervisor E# |  |  |

***Type of Appointment***

[ ]  **Tenure track** (     % ETSU      VA eights

[ ]  **Clinical track** (      years) (year       of      )

 {full-time, fixed term (1-3 years), renewable annually, permits promotion}

 [ ]  convertible to tenure track

[ ]  **Research track** (      years) (year       of      )

 {full-time, fixed term (1-3 years), renewable annually, permits promotion}

 [ ]  convertible to tenure track

[ ]  **VA Academic Track (8/8 VAMC)**

Index #\_\_\_\_\_ for CPA & Tuition

[ ]  **Temporary** (      years) (year       of      )

 {renewable annually (1-3 years)}

[ ]  **Temporary – no benefits**

**Primary Activity:** [ ]  Administrative [ ]  Instructional [ ]  Research

**Faculty Type:** 1. [ ]  Primarily Instruction 2. [ ]  Primarily Research
 3. [ ]  Instruct/Research/Pub Serv 4. [ ]  Primarily Public Serv ……

***Contract Dates***

Beginning date

Ending date (if applicable)

***Position Type***

[ ]  New position [ ]  Continuation

***Contract Conditions*** *(check only those that apply)*

[ ]  MEAC contract required

[ ]  No MEAC contract required

[ ]  MEAC covenant exclusion or modification

(MEAC Board minutes required)

[ ]  Credit toward tenure (      years)

[ ]  Credit toward promotion (      years)

[ ]  Moving expenses ($ Index # )

[ ]  Immigration expenses ($ Index # )

***Background Screenings (Required for Designated Positions):***

[ ]  Background screenings have been completed and approved.

[ ]  No background screenings are required.

***Attached:*** [ ]  Verification of Affirmative Action Data for Appt.(A-2) [ ]  ETSU Application [ ]  Chair’s Summary Letter

***Position Advertisements***

[ ]  ETSU Employment Opportunities[ ]  Academic Physician and Scientist [ ]  This position has not been advertised.

[ ]  Others

***Credentials***

Highest degree for the teaching discipline is from a  [ ]  regionally accredited or [ ]  comparably recognized non-US institution.  Official transcript is
[ ]  attached [ ]  on file or [ ]  requested (must be received no later than 30 days after the contract is fully executed).

***Faculty Competency***
Demonstrated by [ ]  academic preparation **OR** [ ]  professional experience (attach SACS Faculty Qualification Report available at [http://www.etsu.edu/humanres/forms/SACS Faculty Qualifications Report Form.doc](http://www.etsu.edu/humanres/Old%20Web%20Site%20forms/SACS%20Faculty%20Qualifications%20Report%20Form.doc)) **OR \*\****If a current SACS form is on file in Human Resources to teach the requested course(s), please check this box* *[ ]  and initial here \_\_\_\_\_\*\**

Discipline of Study:       Highest Degree Earned:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that he or she is qualified to perform all duties of this position, is competent in the use and understanding of spoken and written English, and can communicate effectively in an academic environment (TBR Policy 5:02:01:03).

Certified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department Chair)

***Salary:*** Base (ETSU) $      per [ ]  year, [ ]  month, [ ]  semester, [ ]  hour or [ ]  lump sum

 Additional $      [ ]  stipend for administrative responsibilities (e.g., chair, associate chair, etc.)

 $      [ ]  contingent upon outside funding

 $      [ ]  other

VAMC Salary $

MEAC Salary $      [ ]  paid by contract between MEAC and ETSU [ ]  paid directly by MEAC

Total compensation $

***Address:***

***Remarks:*** (Please include here any special considerations to be incorporated into letter of appointment and on contract.)

***Primary -*** Index # Position # % $

 Index # Position # % $

 Index # Position # % $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Date Budget Office Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Associate Dean, Academic Affairs Date Human Resources Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean, Finance & Administration Date Affirmative Action Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President Date

**Faculty Professional Experience**

Name Social Security No. or E# Date

Department Major Field

Graduate Education:

Institution Dates Degree, Level of Accomplishment, and Field

**Professional Employment**

 Name of Institutional Employer No. Years Date of Appt. Rank

 Employed

Full-time Faculty Status at ETSU

(if untenured, number of years in a tenure track position       )

Full-time Faculty Status at Other Colleges or Universities

Other Full-time *Related* Professional Experience

Other *Unrelated* Full-time Experience

Note: It is the individual's responsibility to ensure that this

form is kept current, other than dates and number of years

served, which will be automatically be updated. Contact the

Human Resources Office with changes.

 Chair