



Adjunct Faculty Appointment Form & Contract Agreement*

Year: 20____ Check One: Fall ____ (Sept. – Dec.) Spring ____ (Jan. – May)

DEPARTMENT: _____ 1st DAY TO BE WORKED: _____
NAME: _____ CWID OR SS # _____ HOME PHONE: _____
STREET ADDRESS: _____ CITY/STATE: _____ ZIP: _____
GENDER: ____ M ____ F RACE/ETHNIC: __ White __ Black __ Hispanic __ Asian __ Indian/Alaskan Native
BIRTHDATE: _____

THE # OF CREDITS THAT AN ADJUNCT MAY TEACH MAY NOT EXCEED 6 CREDITS PER SEMESTER:

COURSE NO: _____ TITLE: _____ TCH: _____
Course Meeting: Room No. _____ Day(s) _____ Hours _____
COURSE NO: _____ TITLE: _____ TCH: _____
Course Meeting: Room No. _____ Day(s) _____ Hours _____
COURSE NO: _____ TITLE: _____ TCH: _____
Course Meeting: Room No. _____ Day(s) _____ Hours _____

Has individual worked at MSU previously? ____ No ____ Yes If yes, when? _____
Is this individual teaching in another department this semester? ____ No ____ Yes. If so, please indicate: _____

Documents required for appointment of new, first-time adjunct faculty and appointees that have had more than a two year break in service: Appoint Form; Application and Qualification Form; Employment Eligibility and Verification Form (I-9 - attach copies of document); Personal Vitae or Credentials; Pension Questionnaire; Official Transcripts; Two Letters of Recommendation (including one from last employer); copy of social security card and Federal and State W-4 cards. **Documents required for appointees that have served within the past two years:** Appointment Form and Pension Questionnaire (1).

FRS Account No. _____ Total Amount: \$ _____ Rate: \$ _____ Per: _____

SPECIAL NOTATIONS: _____

Approved by: _____
Dept. Chair/Director Date

FOR HUMAN RESOURCE USE ONLY

SCREEN 16: Job: **E** Begin Date: _____ End Date: _____ Position: _____ Flag: **Y** Bracket: **K** _____
SCREEN 12: Ck Dist Code: _____ Time Cert. Required: _____ **SCREEN 036:** Effort Type: _____

* This document constitutes the letter of appointment required in Article XIII of the Adjunct Agreement. Once completed, appointees shall be provided with a copy by the appointing department. The appointee understands that this appointment may be withdrawn at any time based on the needs of the University.

(1) Human Resources will identify and provide departments with a list of returning appointees for whom a Pension Questionnaire will not be required, and a list of adjunct faculty employed by MSU for 16+ semesters that qualify for additional compensation. The rate of pay per credit appears in Article XIV of the Adjunct Agreement.