



Visiting Specialist 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 APPOINTEE MAY TEACH MAY NOT EXCEED 6 CREDITS PER SEMESTER:

COURSE NO: \_\_\_\_\_ TITLE: \_\_\_\_\_ TCH: \_\_\_\_\_
Course Meeting: Room No. \_\_\_\_\_ Day(s) \_\_\_\_\_ Hours \_\_\_\_\_
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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? \_\_\_\_\_

Documents required for appointment of new, first-time visiting specialist 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 The appointee understands that this appointment may be withdrawn at any time based on the needs of the University.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.