## UMBC – COLLEGE OF NATURAL & MATHEMATICAL SCIENCES REQUEST FOR APPROVAL OF PART-TIME/SUPPLEMENTAL FACULTY APPOINTMENT

BASED ON INSTRUCTIONAL NEED AND FUNDS MADE AVAILABLE TO THIS DEPARTMENT, I REQUEST AUTHORIZATION TO APPOINT AS INDICATED BELOW:

DEPARTMENT:
SEMESTER: FALL ORSPRING OF ACADEMIC YEAR
NAME OF APPOINTEE:
EMPLID: RANK:
TEACHING RESPONSIBILITIES:
STIPEND PER SECTION: TOTAL FOR SEMESTER:
COURSE TITLE(S):
COURSE NUMBER AND SECTION NUMBER:
NUMBER OF CREDITS:
CHARTFIELD STRING AND ACCOUNT CODE:
NON TEACHING RESPONSIBILITIES: STIPEND:
CHARTFIELD STRING AND ACCOUNT CODE:
SOURCE OF FUNDS: BASE BUDGET FUNDING DEAN'S OFFICE AFTER BUDGET (SPECIFY & ATTACH AGREEMENT)  OTHER (SPECIFY & ATTACH DOCUMENT)
DEPARTMENT CHAIR (OR DESIGNEE) SIGNATURE  This form must be accompanied by a copy of the "intent to appoint" letter, the appointee's acceptance, and if a new appointee, a brief vitae or information sheet, when forwarded to the Dean, College of Natural & Mathematical Sciences
AUTHORIZATION TO APPOINT PART-TIME/SUPPLEMENTAL FACULTY
BY THE AUTHORITY GRANTED TO ME BY THE PRESIDENT OF UMBC, I HEREBY APPROVE THIS APPOINTMENT AS INDICATED ABOVE.
DEAN OR REPRESENTATIVE DATE

THIS APPROVAL SERVES AS AUTHORIZATION FOR THE APPOINTEE TO BE PLACED ON THE UMBC PAYROLL. A COPY OF THIS FORM, SIGNED BY THE DEAN, COLLEGE OF NATURAL & MATHEMATICAL SCIENCES, OR HIS REPRESENTATIVE, MUST ACCOMPANY THE PAYROLL ENTRY WHEN SUBMITTED TO HUMAN RESOURCES.