

**Hiring/Contract Modification Request Form**  
**FORM B**

Revised September 2023

Once the candidate has accepted a verbal offer, the chair submits this form in order to generate a contract letter. Please send it to the Provost's Office for approval. Attach current resume.

1. **Type of appointment:**  New Hire     Reappointment     Contract Revision    Date: \_\_\_\_\_

2. **Department/Program:** \_\_\_\_\_

3. **Name, Mailing Address, and Email Address of Candidate:**

4. **Sex:** \_\_\_\_\_

5. **Citizenship:**     U.S. or permanent resident     Foreign national    Visa Status \_\_\_\_\_

6. **Special Field(s):**

7. **Tenure-track appointment:**     Yes     No

If Yes, PLEASE NOTE: Provost's Office must receive the Faculty Search Plan, signed by the Human Resources Office, before the contract can be sent.

8. **Proposed rank:**

- Instructor (tenure-track only) If Ph.D. by Oct. 1, convertible to  Assistant Professor for \_\_\_\_\_ year(s)
- Assistant Professor 1<sup>st</sup> level                       Lecturer
- Assistant Professor 2<sup>nd</sup> level                       Visiting Lecturer
- Associate Professor                                   Instructor in Science Laboratory
- Professor     Other

**Date of Ph.D. (or terminal degree):** \_\_\_\_\_    **Years of post-doctoral experience:** \_\_\_\_\_

9.     **Full-time**

**Part-time:** \_\_\_\_\_ FTE (*fraction of full-time*)

**Regular Part-time** (tenure-eligible faculty only)

10. **If possible, list courses and semester they will teach. (Indicate if team-taught)**

1<sup>st</sup> Semester

2<sup>nd</sup> Semester

11. **Contract for academic year(s):** \_\_\_\_\_    **Signature of Department Chair:** \_\_\_\_\_

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**Section to be completed by Provost's office only:**

**Approved by the Provost/Dean:** \_\_\_\_\_

**Proposed salary:** \_\_\_\_\_    **Confirmed FTE:** \_\_\_\_\_  
(*Until salary scale for next year is announced, please indicate salary step on current scale*)

Any previous years of experience counting on clock?     No     Yes \_\_\_\_\_ years

Position # \_\_\_\_\_    Cost Center \_\_\_\_\_