

**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 OR _____ SPRING 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 _____ DATE _____

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.