

REQUEST FOR PART-TIME FACULTY
HOPE COLLEGE

VERY IMPORTANT: A BACKGROUND CHECK MUST BE PERFORMED
AND CLEARED PRIOR TO ISSUANCE OF A WRITTEN CONTRACT

DEPARTMENT: _____ DATE: _____

FALL: _____ SPRING: _____ **GRANT-RELATED REPLACEMENT: (Y / N)**

NAME _____ Social Security # _____

ADDRESS: _____

ACADEMIC/PROFESSIONAL EXPERIENCE: _____

HIGHEST DEGREE: (circle one) Ph.D./Ed.D./J.D./M.F.A./M.A./M.A.T./M.S./M.S.W./M.M./M.Div./
M.B.A./C.M.A./C.P.A./B.S./B.A./B.F.A.

Number of Semesters of Part-Time Service to the College: _____

Courses to be taught:

Department	Course No.	Course Name	Credit/Contact Hours	Actual Semester Hours Worked
TOTAL <u>SEMESTER</u> HOURS WORKED:				_____

Mileage (if applicable): **Round-Trip Mileage (less 25 miles) to and from the Campus (if residence is outside of the greater Holland area):** R/T: _____ - 25 miles = _____ miles
_____ miles x () trips/week = _____ (x \$.41/mile) = _____ x () weeks in semester = \$ _____

RECOMMENDED STIPEND: _____
(calculated on reverse side)

PLUS MILEAGE: + _____

TOTAL: = _____

<u>For Grant-Related Purposes Only</u>
Grant Fund Number: _____
Name of Grant: _____
Replacement For: _____

BACKGROUND CHECK REQUESTED AND CLEARED? _____
This applies to new faculty AND to faculty returning who have not taught in the last 5 years.

FUND NUMBER(S) TO BE CHARGED: _____

Departmental Chairperson Signature

Divisional Dean Approval

ALL NEW FACULTY ARE REQUIRED TO HAVE A RESUME ON FILE IN THE PROVOST'S OFFICE

FOR DEAN'S USE ONLY
FORMULA WORKSHEET

NEW FACULTY:

Highest Degree: _____

Prior Years of Teaching
Or Relevant Industry Experience*: _____

BASE RATE
PER CREDIT HOUR: \$ _____
(from tables provided for current academic year)

Number of credit hours of class: _____

Bonus for Extra Preparation (if applicable):
_____ 10% for 2 preps
_____ 20% for 3 preps

Other (explain): _____

COMMENTS:

RETURNING FACULTY:

Last Year's Rate/Credit: \$ _____

% Increase for Current Year: _____

BASE RATE
PER CREDIT HOUR: \$ _____

X _____

SUB-TOTAL _____

+ _____

+ _____

RECOMMENDED STIPEND: _____

*The dean will provide justification in "Comments" section of graduate teaching and/or relevant experience counted towards determining the base rate of pay.