



Use this form to initiate letter of intent for TE faculty, or contracts for any restricted (full-time or part-time) faculty or research appointment

Date	Dept		
Chair Name	Manual or Digital Signature of person completing this form		
Re-Appointment	Banner ID#		
New Appointment	Date Candidate Selection Report approved	(New appts must attach CV and 2 letters of reference)	
	U.S. Citizen	Permanent resident (resident alien)	Non Immigrant (non-resident alien)
<i>If candidate is not a U.S.citizen, dept must notify Reeves Center (sjsech@wm.edu)</i>			
Last Name	First Name	Middle Name or Initial	
Mr. or Ms.	Email (required)		
Mailing Address	City, State, Zip		
Highest Degree in hand	Date Awarded		
Discipline	Institution Awarding Degree		
If no PhD, is PhD expected?	Y	N	Month and Date PhD anticipated
Discipline	Institution that will award PhD		
Salary Index 1	Org Code 1	Note % for split funding	
Salary Index 2	Org Code 2	Note % for split funding	

Consult your department's Adjunct & NTE Replacement Allocation memo and complete the column appropriate for current year or semester.

Full-Time Faculty			Part-Time Adjunct Faculty		
Submit form to Dean Arts & Sciences (c/o Kathleen Morgan, kpmorg@wm.edu)			Submit form to Dean Undergrad Studies (c/o Dorothy Reyes, dcreyes@wm.edu)		
TENURE ELIGIBLE (TE)		NON-TENURE ELIGIBLE (NTE)			
This will generate Letter of Intent from Dean A&S followed by Provost's contract		Will generate a contract from Dean A&S		Will generate a contract from Dean Undergrad Studies	
Term	Acad Year Spring	Term	Acad Year Fall only Spring only	Term	Fall Spring
TE hires must have PhD by date of employment.		Rank	Visiting Lecturer Visiting Instructor Visiting Assistant Prof Visiting Associate Prof Visiting Professor	Rank	Adjunct Lecturer Adjunct Instructor Adjunct Assistant Prof Adjunct Associate Prof Adjunct Professor
Rank upon Hire	Assistant Professor Associate Professor Professor	(PhD in hand)		(PhD in hand)	
Interim Review Year		Other Restricted:	Fellow Postdoc Researcher	Other (specify)	
Tenure Review Year		Specify title for other		Adjunct Position # (if known)	
Hire with Tenure (eff)		NTE Faculty Position #		Replacing	
Total Credits Assigned		Replacing		Total Authorized Salary	
Faculty Position #		Authorized Salary		Total Credits Assigned:	
Replacing		Total Credits Assigned:		Course # - Section	Credits Salary
Authorized Salary		Course # - Section	Credits	Course # - Section	Credits Salary
Authorized Startup Alloc					
Authorized Moving Exp					
Notes:					