

PART-TIME FACULTY APPOINTMENT FORM
(New Appointments Only)

NAME: _____
Last First Middle

DEPARTMENT: _____

TEACHING FIELD(S): _____

COURSE(S) TEACHING: _____

QUALIFICATIONS:

- _____ Check here if met degree(s) listed on application form.
_____ Check here and attach explanation if qualifications are met by related field degree with hours in field or if by "out standing professional experience and demonstrated contributions."

SALARY:

- a. _____ Check here if standard (\$783.33 per semester contact hour)
b. _____ Other standard rate (indicate) _____
c. _____ Individually approved rate (indicate here and attach justification) _____
d. _____ If individual is a full-time employee of the University System of Georgia or other state agency, or TRS retiree, check here and attach explanation. Academic Affairs will process approvals.

APPROVALS:

Department Head Date

Dean Date

CHECKLIST: Department must forward the following documents to Academic Affairs with this approved form:

- a. _____ **Clayton State University Application form for Part-time Faculty Position**
Be sure that all information is current.
b. _____ **Clayton State University Employee Data Form**
c. _____ **W-4 and G4 (Tax withholding) Forms**
d. _____ **Employment Eligibility Form (I-9)**
Section I and II on the form must be completed and signed. Attach photo copies of identification items such as listed on back of the form. Faculty/Staff verifying information should complete Certification I section.
e. _____ **Security Questionnaire and Loyalty Oath**
Be sure that it is signed and notarized in two different locations
f. _____ **Selective Service Verification**
g. _____ **Temporary Employee Acknowledgement**
h. _____ **Georgia Defined Contribution Plan Form**
If individual is a member of Teacher's Retirement System, write "TRS" on blank form and return to Provost Office.
i. _____ **Direct Deposit Authorization Form**
j. _____ **Training Acknowledgement**
k. _____ **Official Transcripts**
SACS requires that all transcripts be sent directly to Clayton State University for all degrees listed on part-time faculty application form. Student copies or sealed transcripts not addressed to Clayton State are not official.