

REGULAR FACULTY & FULL TIME LECTURER APPOINTMENT AUTHORIZATION GUIDELINES

This form is to be used for tenure-track, regular faculty, and full time lecturers and must be completed and approved PRIOR TO the faculty member beginning employment.

Payroll Information

For the fall semester, the first pay date for an academic year appointment will be September 1; pay forms must be submitted to Academic Affairs by August 1, for timely pay. For the spring semester, the first pay date is February 1; pay forms must be submitted to Academic Affairs by December 15.

For Payroll purposes, appointment dates for the fall semester are August 1 thru December 31. Appointment dates for the spring semester are January 1 thru May 31. If the faculty member begins teaching after the beginning of the semester, the pay will be pro-rated by the Payroll Office based on the effective date of employment. If the pay is not to be prorated, indicate this in the comments section.

Definitions

A **new hire** is considered to be someone who HAS NOT previously had a benefits eligible position with the University.

A **reappointment** is someone continuing university employment with no break in service (excluding summer for faculty).

A **rehire** is someone returning to university employment after a break in service (summer is not considered a break in service).

Call Human Resources (HR) at ext. 4114 on questions of previous employment and employment eligibility. Prior to but no later than the first day of employment, a new employee must go to the HR and Payroll Offices (Rankin Hall) with the proper identification to complete the following forms:

- Confidential Data and Computer User Agreement
- Direct Deposit Authorization
- Drug-Free Form
- Employee Information Form
- FERPA Authorization Form
- I-9 Immigration Form
- Tax Withholding Forms

A **tenure-track** appointment is an ongoing faculty appointment leading to tenure after yearly reviews and a positive tenure evaluation. Tenure-track faculty are appointed at the rank of Assistant Professor/Librarian, Associate Professor/Librarian, or Professor/Librarian.

An **instructor** is a multi-year faculty appointment that does not lead to tenure.

A **full-time lecturer** is a one-year faculty appointment that does not lead to tenure.

Credentials

All faculty must have academic credentials on file in the Office of the Provost and Vice President for Academic Affairs. For newly-hired faculty, attach a vita or resume, and three signed letters of reference to this form. An official transcript of the highest degree earned must be submitted from the Registrar's Office of the awarding institution directly to the Office of the Provost at Indiana State University.

Document Flow

1. Chairperson – Approval Signature
2. Dean – Approval Signature
3. Grants (if applicable) – Approval Signature
4. Provost – Approval Signature