

### Provost's Checklist and Appointment Form - Ph.D. Students

Ph.D students must fulfil a teaching requirement as part of their Ph.D. fellowship, which they can do by teaching classes for one semester or more. This is distinctive from Ph.D. students serving as Teaching Assistants (TAs) in their first or second program years. Questrom processes Ph.D. students as adjunct lecturers for the purposes of teaching a course, and issues appointment letters for them.

Depending on their program status, Ph.D. students may or may not receive a course rate for teaching a course. If they are teaching a course as part of their program requirements, the funds to cover their teaching comes from their fellowship, and Questrom does not offer additional payment. If the Ph.D. student has already fulfilled their teaching requirement, and is continuing to teach a course, then they may be entitled to a regular course rate.

When completing appointment paperwork for a Ph.D. student, you should confirm with the Chair whether the student will be teaching as part of their program requirements (unpaid) or if they will be paid. If they will be paid, you should confirm the pay rate with the Chair, following the guidelines for regular adjunct faculty.

#### Reflecting Ph.D. student information on the Provost's Checklist:

#### Checklist for Part-time Faculty Appointments

<b>Faculty Member's Name (First Last)</b>	Porky Pig	<b>Alternate Surname</b> <small>(optional)</small>	<b>Alternate first name/nick name</b> <small>(optional)</small>
<b>BU Email Address</b>	porky@bu.edu	<b>Alt email</b> <small>(optional)</small>	
<b>School/College</b>	Questrom School of Business		
<b>Department</b>	Accounting		
<b>New to BU</b>	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> <b>Is this person staff or student?</b> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> <i>(No if only faculty)</i>		

Start Date	Credits	Course Nbr	Title	Course Schedule	Classroom	Compensation	Course Duration	Min Enroll.	Cancellation Deadline
01/01/18	4	AC221 A1	Financial Accounting	TTH 11:00-12:15	TBA	0	1 semester	NA	NA

Length of contract	1 semester	Direct supervisor	Bob Clampett
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Proposed faculty member's qualifications for this assignment	Porky is one of our current Ph.D. students and has demonstrated very strong teaching and research skills.
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Terminal degree in the discipline being taught? Yes:  No:

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**Reflecting Ph.D. student information on the Initial Appointment Form:**

ADJUNCT FACULTY – INITIAL APPOINTMENT			
<b>Note:</b> It is important that ALL sections of this form are completed. <i>Incomplete forms will not be accepted.</i>			
<b>Department</b>	Accounting	▼	<b>New to BU</b>
<b>Academic Year</b>	AY17-18	▼	<b>Current Staff</b>
<b>Semester</b>	Spring	▼	<b>Current Student</b>
<b>BU ID (if applicable)</b>	U23456789		✓

SPCs do not have access to see student BU IDs. If you cannot find out a Ph.D. student's UID, leave the field blank and make a note when submitting the file. The Dean's Office can pull the UID from the BU systems. However, to save time, you should make best efforts to collect the UID information from the student as part of the paperwork completion process.

All other information on the Provost's Checklist and the appointment should be completed the same way as for regular PT faculty.