

Provost's Checklist

Section 1 (New to BU): Faculty name and department information

Checklist for Part-time Faculty Appointments

Faculty Member's Name (First Last)	Bugs Bunny	Alternate Surname	<small>(optional)</small> Hare	Alternate first name/nick name	<small>(optional)</small> Bugsy
BU Email Address				Alt email	<small>(optional)</small> bbunny@gmail.com
School/College	Questrom School of Business				
Department	Marketing				
New to BU	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Is this person staff or student? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> (No if only faculty)			

"School/College" = the School or College hosting the appointment

"Department" = the academic department hosting the appointment

"New to BU" = the faculty member is not currently working at BU in any capacity, and is not a current student

Section 1 (Not new to BU): Faculty name and department information

Checklist for Part-time Faculty Appointments

Faculty Member's Name (First Last)	Bugs Bunny	Alternate Surname	<small>(optional)</small> Hare	Alternate first name/nick name	<small>(optional)</small> Bugsy	
BU Email Address	bugsb@bu.edu				Alt email	<small>(optional)</small> bbunny@gmail.com
School/College	Questrom School of Business					
Department	Marketing					
New to BU	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Is this person staff or student? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> (No if only faculty)				

If the faculty member is not new to BU, they will likely have an existing BU email address. List if known.

If the faculty member is not new to BU, indicate whether they are a current faculty member, or if they are a current staff or student.

Section 2: Course Information

Start Date	Credits	Course Nbr	Title	Course Schedule	Classroom	Compensation	Course Duration	Min Enroll.	Cancellation Deadline
01/01/18	4	OB221 A1	The Dynamics of Leading Organizations	MW 9:00 - 12:00	TBA	6,500	1 semester	NA	NA
01/23/18	1	SM408 B1	Launch Your Career	T 2:30 - 3:45	HAR208	1,625	4 weeks	NA	NA

Length of contract	1 semester	Direct supervisor	Chuck Jones
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- “Course Nbr” should include both the Course Number and Course Section
- The Academic Support Department (ASD) does not have access to minimum enrollment and cancellation deadline information. It is fine to list “NA” under “Min Enroll.” and “Cancellation Deadline” as a matter of course.
- “Length of Contract” = Total span of time that the PT faculty member will be contracted to work at BU.
- “Direct Supervisor” = Name of person who will be overseeing and evaluating the PT faculty member’s teaching appointment. In the grand majority of cases, the direct supervisor will be the department Chair.
- When listing compensation rates, enter numbers as consecutive digits with no symbols or commas (“6500” = correct; “\$6,500” = incorrect). The PDF form will automatically insert commas.

The “Semester Course List” view in Course Planning (CP) will contain most of the information needed for “Start Date,” “Credits,” “Course Nbr,” “Title,” “Course Schedule,” “Classroom,” and “Course Duration.” If you cannot find the required information under the “Semester Course List” view, refer to the following sources:

- “Semester Courses” view in CP
- The University Class Schedule on the Student Link
- The University Course Description Search on the Student Link

Depending on what information has been uploaded at the time of paperwork completion, you may need to consult a combination of sources.

The department Chair will have information for “Compensation.” Compensation for initial PT faculty is determined by a series of calculations set by the Dean’s Office. As part of the Initial Appointment paperwork completion process, you should confirm with the Chair:

- Has the Chair confirmed the pay rate with the Associate Dean for Faculty?
- Is there written documentation of the pay rate confirmation?

If the Chair has not confirmed the pay rate, wait until he or she provides written documentation of the pay rate before listing the compensation on the Initial Appointment paperwork.

It is fine to list “Course Duration” as “1 semester” if you have confirmed that the course spans the entire semester. Otherwise, list the course duration by number of weeks or days as appropriate.

Section 3: Faculty Qualifications

Proposed faculty member’s qualifications for this assignment	Bugs Bunny holds a Master’s degree from Acme University and has worked in the film industry for many decades. He is highly and uniquely qualified to teach our students on the subject matters of career development and organizational leadership.
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Terminal degree in the discipline being taught? Yes: No:

“Terminal degree” = The highest academic degree offered in the subject matter for which the faculty member is being appointed. Note that in some subject matters and disciplines, the terminal degree may not be a Ph.D. If in serious doubt, ask the department Chair.

Degree information is usually found on the faculty member’s resume/CV.

The department Chair will need to supply the “Proposed faculty member’s qualifications.” This is a short paragraph summarizing why the faculty member is well-suited to teach the assigned course(s). Information commonly includes the faculty member’s educational and/or professional background, and their level of expertise in the subject matter.

Section 4: Prior teaching of this course at BU

Prior teaching of this course or similar courses at BU in the past 3 years:

Course	List of Semesters/Years Taught

The initial appointment paperwork assumes that the PT faculty member has not taught at Questrom before. Therefore, with some specific exceptions*, this section will most likely be left blank.

Section 5: Evaluation and completion

Expected contact time outside of class, if any	Weekly office hours
Where can this instructor meet one-on-one with students?	HAR613
Forms of evaluation and feedback (e.g. student evaluation, peer teacher observation, etc.)	Student evaluation, performance evaluation
Name of individual who will review the evaluation	Chuck Jones
Other employment at BU, if any	None
Additional teaching outside BU during the requested semester	Harvard University

Checklist completed by	Hsiu-Hsien Chiang	Date	03/29/2017
Packet reviewed & approved by (Provost Office)		Date	

- *“Expected contact time”* = Time made available for student contact. This most often takes the form of weekly office hours. If you do not know the specific hours, list as “weekly office hours.”
- *“Where can this instructor meet”* = Faculty office. If you do not know the office number assigned to the faculty member, list as “assigned office.”
- *“Forms of evaluation”* = How the faculty member’s performance will be assessed. All PT faculty members will receive student evaluations and a performance evaluation from the department Chair.
- *“Name of individual who will review the evaluation”* = The department Chair.
- *“Other employment at BU”* = Other positions the faculty member holds at BU, such as staff or faculty member. This information is commonly found on the resume/CV.
- *“Additional teaching outside BU”* = Teaching that faculty member will be performing at another institution concurrently with their BU assignment. This information is commonly found on the resume/CV.

*A hired PT faculty member who has taught at Questrom before, but not for three consecutive semesters, will be processed as an initial appointment. As the Provost’s Checklist asks for courses taught within the last three years, check the teaching history of a faculty member in this situation if it is available.

Initial Appointment Form

Section 1 (New to BU): Appointment and Department Information

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

Note that a semester's Academic Year (AY) may be different from its calendar year. An appointment starting in June 2017 (Summer I) is considered part of AY2018.

Section 1 (Not new to BU): Appointment and Department Information

ADJUNCT FACULTY – INITIAL APPOINTMENT			
Note: It is important that ALL sections of this form are completed. <i>Incomplete forms will not be accepted.</i>			
Department	Marketing	New to BU	<input type="checkbox"/>
Academic Year	AY17-18	Current Staff	<input checked="" type="checkbox"/>
Semester	Spring	Current Student	<input type="checkbox"/>
BU ID (if applicable)	U12345678		

If the PT faculty member is currently affiliated with BU, indicate the affiliation type. List the BU ID number if you know it.

Section 2 (U.S. citizen): Personal Data

Appointee Personal Data			
Appointee Name (First, Last):	Bugs Bunny		
Appointee Alternate Surname:	Hare		
Appointee Nickname:	Bugsy		
Date of Birth (MM/DD/YYYY):	07/27/1940	Country of Citizenship:	U.S.A.
Gender:	Male	Visa Type (if applicable):	
Social Security Number:	012-34-5678	Immigration Expiration Date:	

You will need to collect most personal data by contacting faculty member directly. As a privacy courtesy, the ASD tries to collect Social Security Number information in person or by phone instead of in writing. You can offer a phone or in-person option to the faculty member, and defer to their preference.

Section 2 (International): Personal Data

<i>Appointee Personal Data</i>			
Appointee Name (First, Last):	Bugs Bunny		
Appointee Alternate Surname:	Hare		
Appointee Nickname:	Bugsy		
Date of Birth (MM/DD/YYYY):	07/27/1940	Country of Citizenship:	France
Gender:	Male	Visa Type (if applicable):	J-1
Social Security Number:		Immigration Expiration Date:	06/30/2019

If a faculty member lets you know they are a non-U.S. citizen (i.e. they are an “international scholar”), collect and indicate their citizenship and immigration status. An international scholar may or may not have a Social Security Number.

If the international scholar is currently in the U.S., indicate their visa – or immigration – type, and when it expires. The expiration date is not the visa expiration date found in their passport. It is the expiration date of their immigration status. They can find this date on their immigration document, employment card, or approval notice.

If the international scholar is not currently in the U.S., they most likely do not yet have a visa type. In this instance, you can leave list the “*Visa Type*” and “*Immigration Expiration Date*” fields as “NA.”

Section 3: Address and Education

<i>Address and Contact Data</i>			
House Number & Street:	4000 Warner Blvd	Home/Cell Phone:	818-123-4567
City/Town:	Burbank	BU Email:	
State/Province:	CA	Alt Email 1:	bbunny@gmail.com
Postal Code:	91522	Alt Email 2:	
Country (if outside U.S.):			

<i>Education (list highest degree first)</i>				
Degree	Date Earned (MM/YY)	Field of Study	Institution	State/Country
M.A.	05/31/1952	Film	Acme University	CA
B.A.	05/31/1949	Film	Acme University	CA

You can find most of the information on the resume/CV

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Section 4 (New to BU): Prior Boston University Work Experience

<i>Prior Boston University Work Experience</i>				
Department/School	Title	Status		Start & End Date
		FT	PT	

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This section asks for any prior BU work experience, including teaching at another school or staff employment. If the faculty member has never worked at BU before, leave this section blank or list as "NA" in the first line.

Section 4 (Not new to BU): Prior Boston University Work Experience

<i>Prior Boston University Work Experience</i>				
Department/School	Title	Status		Start & End Date
		FT	PT	
CFA	Lecturer		✓	09/06/15-12/15/15

If the faculty member has worked at BU before, either in the past or currently, indicate the school or department, the faculty member's title, full-time or part-time status, and employment dates. "Work Experience" means both teaching and staff positions.

Section 5: Course Information

<i>Course(s) to be taught:</i>						
Course # & Section	Course Title	Credits	Start Date	End Date	Course Duration	Course Rate
OB221 A1	The Dynamics of Leading Organizations	4	01/01/18	05/02/18	1 semester	6,500
SM408 B1	Launch Your Career	1	01/23/18	2/13/18	4 weeks	1,625
TOTAL SALARY						\$ 8,125

Note that all fields auto-populate from the Provost's Checklist except "End Date," which you will need to enter manually.

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Section 6: Chair's Justification


Chair's Justification for Hire:

Bugs Bunny holds a Master's degree from Acme University and has worked in the film industry for many decades. He is highly and uniquely qualified to teach our students on the subject matters of career development and organizational leadership.

The "Chair's Justification" is the same information as the "Faculty member's qualifications," and auto-populates from the Provost's Checklist.

Section 7: Attachments and Signature

Required Attachments		
Recommendation Letters	#1 <input checked="" type="checkbox"/>	#2 <input checked="" type="checkbox"/> #3 <input style="border: 2px solid red;" type="checkbox"/>
Curriculum Vitae / Résumé	#1 <input checked="" type="checkbox"/>	

Form Completed By:	Hsiu-Hsien Chiang <small>Name</small>	03/29/2017 <small>Date</small>
Department Chair Approval:	 <small>Signature</small>	 <small>Date</small>
Dean's Office Approval:	 <small>Signature</small>	 <small>Date</small>

A complete initial appointment file consists of:

- Completed Provost's Checklist and Initial Appointment Form
- Three letters of recommendation supplied by the faculty member
- Resume/CV supplied by the faculty member
- Written confirmation (usually email) of the faculty member's pay rate, supplied by the department Chair**

Check off all attachments that you are including with the paperwork. Check off only those documents that are available at the time of submission.

The Initial Appointment Form must show the Chair's signature before it will be considered complete. ***

**Not listed on the Initial Appointment Form. Contact the Administrative Services Lead (ASL) if you are unable to secure the pay rate confirmation from the Chair within a reasonable time frame.

***Contact the ASL if you are unable to secure the Chair's signature within a reasonable time frame.