Section 1: Faculty Personal Information

Indicate whether the faculty member holds only a teaching position, or if they are also a current staff member or student.

Section 2: Course Information

- Include both the Course Number and the Section Number in “Course Nbr”
- You can find information for “Start Date,” “Credits,” “Course Nbr,” “Title,” Course Schedule,” “Classroom,” and “Course Duration” in the “Semester Course List” view of Course Planning (CP). If the information is not there, consult 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

- The Academic Support Department (ASD) does not have access to minimum enrollment and cancellation deadline information. You can list “NA” under the “Min Enroll.” and “Cancellation Deadline” fields as a matter of course.

- You can find a faculty member’s last known compensation rate on their most current appointment letter. PT faculty receive automatic pay increases effective in the Fall semester. The increased rate is valid for one academic year. Thus, appointments taking place in the following Spring and Summer semesters will use the rate listed on the Fall semester appointment letter.

Continued on next page
August 9, 2016

Dear [Name]

I am pleased to inform you that you have been reappointed as a Lecturer in the Strategy and Innovation Department at the Questrom School of Business for the fall semester of the 2016-2017 academic year.

It is our understanding that you will teach one section of SI480: The Business of Technology Innovation. It is also expected that you will hold office hours, and counsel and advise students. Your rate of compensation will be $8,000 per section, for an anticipated total of $8,000.

The appointment letter above is effective starting in the fall semester for the 2016-17 academic year. If this faculty member teaches again in the Spring 2017 or Summer 2017* semesters, they will be paid at the same rate.

- The Dean’s Office will inform the ASD of pay increases for fall semester reappointment paperwork.

* Summer semester Academic Year (AY) may not correspond to its calendar year. Each Academic Year runs from Summer Term through the end of the Spring semester. Example: AY2016-17 spans Summer 2016, Fall 2016, and Spring 2017. The calendar months May (following Commencement), June, July, and August 2017, which together form Summer Term 2017, are considered part of the following AY year, AY2017-18.

Even though Summer Term 2017 is considered part of AY17-18, the pay rate is calculated according to the previous AY pay rate. Thus, a PT faculty teaching in Summer 2017 will be paid according to the rate established in AY16-17. His union-mandated pay increase will not take effect until the Fall 2017 semester.

Section 3: Faculty Member’s Qualifications

| Proposed faculty member’s qualifications for this assignment | Daily holds an MBA from Acme School of Business and is the CEO of Duck Dodgers, Inc. He is a dynamic and engaging instructor and our students will benefit from his many years of academic and professional experience. |  |
|---|---|
| Terminal degree in the discipline being taught? Yes: □ No: □ |

You can copy + paste the qualifications paragraph from previous appointment forms. You should still ask the Chair to review the qualifications section to confirm that the information is still accurate and applicable. If the information has changed significantly, the Chair will need to provide a new qualifications paragraph.
Section 4: Prior Teaching at BU

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

<table>
<thead>
<tr>
<th>Course</th>
<th>List of Semesters/Years Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>OM440</td>
<td>Fall 2016, Spring 2016</td>
</tr>
<tr>
<td>ES110</td>
<td>Fall 2016, Summer 2016, Fall 2015</td>
</tr>
</tbody>
</table>

This section asks for prior teaching of the same or similar courses. Therefore, you do not necessarily have to list every course the faculty member has taught.

Section 5: Evaluations

- Expected contact time outside of class, if any: 3 office hours per week
- Where can this instructor meet one-on-one with students? HAR513
- Forms of evaluation and feedback (e.g. student evaluation, peer teacher observation, etc.): Student evaluations, performance evaluation
- Name of individual who will review the evaluation: Fritz Freieng
- Other employment at BU, if any: None
- Additional teaching outside BU during the requested semester: None

Checklist completed by **Hsiu-Hsien Chiang**

Date: **03/31/2017**

Packet reviewed & approved by (Provost Office)  
Date

- If you do not know the number of office hours the faculty member will hold, list as “regular office hours”
- If you do not know the faculty member’s office number, list as “assigned office”

Continued on next page
PT Reappointment Form

Section 1: Department and Faculty Information

Since the faculty member has taught at Questrom before, they should have an existing BU ID. You can check for the BU ID through Course Planning, under the “Personnel” section.

Section 2: Course Information

The majority of the information in this section auto-populates from the Provost’s Checklist. You will need to manually enter “End Date.”

Section 3: Course Evaluation History

This section asks for course evaluations by chronological order. Unlike the “Course History” section of the Provost’s Checklist, the courses here do not have to be the same or similar to the courses the faculty is being appointed to teach. Therefore, the courses listed here do not have to match the “Course History” courses on the Checklist.

Continued on next page
You can check for course evaluations through Questrom Apps. After login, click on “Course Evaluations.” You can then search for evaluations by a number of filters.

If you cannot find a faculty name or a course evaluation, check for the following:
- Are you checking for course evaluations toward the middle or the end of the semester? Evaluations do not become available on Questrom Apps until after classes are finished for the semester. They may not be available at the time that you are checking.
- Is the faculty member new? If so, their name may not have populated yet in the Course Evaluation app, and they will also not have a course evaluation history from previous semesters.

If one or both of the above apply, then list the “Semester,” “Year,” “Course #,” and “Course Title” information, but list “N/A” under “Instructor Rating.”

If neither of the above apply, then contact an ASL to request a more detailed investigation into the situation.

**Section 4: Signatures**

<table>
<thead>
<tr>
<th>Form Completed By:</th>
<th>Hsiu-Hsien Chiang</th>
<th>03/31/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair Approval:</td>
<td>[Handwritten Signature]</td>
<td>Date</td>
</tr>
<tr>
<td>Dean’s Office Approval:</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

The ASL will not accept a form without a Chair’s signature.