

PT Reappointment: Provost’s Checklist

Section 1: Faculty Personal Information

Checklist for Part-time Faculty Appointments

Faculty Member’s Name (First Last)	Daffy Duck	Alternate Surname	<small>(optional)</small>	Alternate first name/nick name	<small>(optional)</small> Duck Dodgers
BU Email Address	daffy@bu.edu	Alt email	<small>(optional)</small>	daffyduck@gmail.com	
School/College	Questrom School of Business				
Department	Operations & Technology Management				
New to BU	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Is this person staff or student? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> (No if only faculty)			

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

Start Date	Credits	Course Nbr	Title	Course Schedule	Classroom	Compensation	Course Duration	Min Enroll.	Cancellation Deadline
01/19/18	4	OM440 C1	Operations Strategy	MW 8:00-9:15	TBA	\$ 7,250	1 semester	NA	NA
01/23/18	2	ES215 A1	Explore Your Career & Build Your Toolkit	F 9:25-10:40	HAR312	\$ 3,625	12 weeks	NA	NA
Length of contract		1 semester			Direct supervisor		Friz Freleng		

- 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:
 - o “Semester Courses” view in CP
 - o The University Class Schedule on the Student Link
 - o 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.

Boston University Questrom School of Business
Office of the Dean

595 Commonwealth Avenue
Boston, Massachusetts 02215



August 9, 2016



Dear

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	Daffy 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.
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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:

Course	List of Semesters/Years Taught
OM440	Fall 2016, Spring 2016
ES110	Fall 2016, Summer 2016, Fall 2015

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	Friz Freleng
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"

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PT Reappointment Form

Section 1: Department and Faculty Information

ADJUNCT FACULTY – REAPPOINTMENT			
<i>Note: It is important that ALL sections of this form are completed. Incomplete forms will not be accepted.</i>			

Department	Operations & Technology Management	Current Staff	
Academic Year	AY17-18	Current Student	
Semester	Spring	BU ID	U98765432

<i>Appointee Personal Data</i>	
Appointee Name (First, Last):	Daffy Duck
Appointee Alternate Surname:	
Appointee Nickname:	Duck Dodgers

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

<i>Course(s) to be taught:</i>						
Course # & Section	Course Title	Credits	Start Date	End Date	Course Duration	Course Rate
OM440 C1	Operations Strategy	4	01/19/18	05/20/18	1 semester	\$ 7,250
ES215 A1	Explore Your Career & Build Your Toolkit	2	01/23/18	04/19/18	12 weeks	\$ 3,625
TOTAL SALARY						\$ 10,875

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

<i>Course Evaluation History (most recent first)</i>				
Semester	Year	Course #	Course Title	Instructor Rating
Fall	2016	OM440	Operations Strategy	4.80
Spring	2016	OM465	Improving Quality: Six Sigma Certification	4.75

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.

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