

New Request

Revised Request

**REQUEST FOR PART-TIME FACULTY  
HOPE COLLEGE**

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SEMESTER: FALL: \_\_\_\_\_ SPRING: \_\_\_\_\_

NAME: \_\_\_\_\_ ID #(if known): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HIGHEST DEGREE: (circle one) Ph.D./Ed.D./J.D./M.F.A./M.A./M.A.T./M.S./M.S.W./M.M./M.Div./  
M.B.A./M.S.N./C.M.A./C.P.A./B.S./B.A./B.F.A./B.S.N

NUMBER OF SEMESTERS OF PART-TIME SERVICE TO THE COLLEGE: \_\_\_\_\_

NEW (has not worked for College in previous 26 weeks)

RETURNING (has worked for College in previous 26 weeks)

**Courses to be taught:**

Dept.	Course No.	Course Name	Grant Replacement (Yes or No)	# CR (credit) or CTH (contact) Hrs	# of required hours for weekly office hours and dept meetings	Weekly Hours Worked (CR/CTH*2.25 + office/dept hours)

TOTAL Semester Hours (Last column \* 15 weeks) \_\_\_\_\_

Mileage (if applicable): **Round-Trip Mileage (less 25 miles) to and from the Campus (if residence is outside of the greater Holland area):** R/T: \_\_\_\_\_ - 25 miles = \_\_\_\_\_ miles  
\_\_\_\_\_ miles x ( ) trips/week = \_\_\_\_\_ (x \$.45/mile) = \_\_\_\_\_ x ( ) weeks in semester = \$ \_\_\_\_\_

**RECOMMENDED STIPEND:** \_\_\_\_\_  
(calculated on reverse side)

**PLUS MILEAGE:** + \_\_\_\_\_

**TOTAL:** = \_\_\_\_\_

**Fund Number(s) to be charged:** \_\_\_\_\_

<b><u>For Grant-Related Purposes Only</u></b>
Grant Fund Number: _____
Name of Grant: _____
Replacement For: _____

**BACKGROUND CHECK REQUESTED AND CLEARED?** \_\_\_\_\_

This applies to new faculty AND to faculty returning who have not taught in the last 2 years. No contract will be issued without clearance.

\_\_\_\_\_  
Departmental Chairperson Signature

\_\_\_\_\_  
Divisional Dean Approval

**ALL NEW FACULTY ARE REQUIRED TO HAVE A RESUME ON FILE IN THE PROVOST'S OFFICE**

**FOR DEAN'S USE ONLY**  
**FORMULA WORKSHEET**

**NEW FACULTY:**

Highest Degree: \_\_\_\_\_

Prior Years of Teaching  
Or Relevant Industry Experience\*: \_\_\_\_\_

BASE RATE  
PER CREDIT HOUR: \$ \_\_\_\_\_  
(from tables provided for current academic year)

Number of credit hours of class: \_\_\_\_\_

Bonus for Extra Preparation (if applicable):  
\_\_\_\_\_ 10% for 2 preps  
\_\_\_\_\_ 20% for 3 preps

Other (explain): \_\_\_\_\_

**COMMENTS:**

**RETURNING FACULTY:**

Last Year's Rate/Credit: \$ \_\_\_\_\_

% Increase for Current Year: \_\_\_\_\_

BASE RATE  
PER CREDIT HOUR: \$ \_\_\_\_\_

X \_\_\_\_\_

SUB-TOTAL \_\_\_\_\_

+ \_\_\_\_\_

+ \_\_\_\_\_

RECOMMENDED STIPEND: \_\_\_\_\_

\*The dean will provide justification in "Comments" section of graduate teaching and/or relevant experience counted towards determining the base rate of pay.