**Request for 2022/23 Part-Time Faculty Appointment Form**

Use this form to request new part-time faculty appointments or renewal of current appointments for 2022/2023. Submit the completed form and any supporting documents to [vdfaculty.utsc@utoronto.ca](mailto:vdfaculty.utsc@utoronto.ca) copied to [academichr.utsc@utoronto.ca](mailto:academichr.utsc@utoronto.ca) by the deadlines noted below.

* Requests for renewal of current part-time faculty appointments are due 5pm, November 22, 2021.
* Requests for new part-time faculty appointments are due 5pm, February 21, 2022.

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| --- | --- |
| Academic Unit: | Click or tap here to enter text. |
| Unit Chair/Director: | Click or tap here to enter text. |

**Section 1: Appointment Details**

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| Appointment FTE: | Choose FTE %. | |
| Type: | New | Renewal |
| Stream: | Teaching Stream | Non-Tenure Stream |
| If renewal, indicate the number of years already completed as Part-time/CLTA *(Note: Continuing appointment review occurs in the fall of the 6th year)*: | | Click or tap here to enter text. |
| Rank: | Choose rank. | |
| Duration: | 1 year | 2 years |
| Request Start Date: | Click or tap to enter a date. | |

**Proposed Funding Arrangement:**

|  |  |
| --- | --- |
| Proposed/Estimated Salary: | Click or tap here to enter text. |
| Number of stipends that Department would contribute to this hire *(courses to be taught that would otherwise be taught on stipend or overload)*: | Click or tap here to enter text. |
| Additional funds that department could contribute to this hire: | Click or tap here to enter text. |
| Other funding sources: | Click or tap here to enter text. |

**Section 2: Rationale for Appointment (up to 400 words)**

What teaching and/or service needs will this appointment meet? Is this need ongoing or does this request arise from anticipated leaves/teaching releases in the next year?

Click or tap here to enter text.

**Section 3: Rationale for Hiring (up to 400 words)**

If a potential candidate has already been identified, please indicate why the person is a strong candidate for this appointment. Include CV and draft offer letter with this form.

Click or tap here to enter text.