**Request for 2023/24 Part-Time Faculty Appointment Form**

Use this form to request new part-time faculty appointments or renewal of current appointments for 2023/2024. 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 deadline noted below.

* Requests for new/renewal part-time faculty appointments are due 5pm, February 21, 2023.
* Requests received by the deadline will receive priority consideration.

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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: | Choose duration. | |
| Request Start Date: | Click or tap to enter a date. | |

**Section 2: Proposed Funding Arrangement:**

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| Proposed/Estimated Salary (minimum teaching stream salary as of July 1, 2022 is $90,683 at 100%): | Click or tap here to enter text. |
| Is the Department covering the full salary plus the SBR of 24.5%? | Yes  No |
| If yes, please indicate the funding source(s). | Click or tap here to enter text. |
| If no, please indicate: |  |
| 1. Number of stipends that the 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. |
| 1. Additional funds & amount that the Department would contribute, i.e., carryforward, recovery: | Click or tap here to enter text. |
| 1. Amount requested from the Dean’s Office: | Click or tap here to enter text. |

**Section 3: Rationale for Appointment (up to 350 words)**

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| 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 4: Rationale for Hiring (up to 350 words)**

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| If a potential candidate has been identified, indicate why the person is a strong candidate for this appointment. Include CV and draft offer letter with this form. Please also justify if a new hire's proposed salary is higher than the minimum. |
| Click or tap here to enter text. |