



This form should be submitted to the College of Arts and Sciences Office of the Dean via email to your assigned HR contact. The form should be submitted a minimum of four weeks before the expected start date.

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Position Type: FTE Non-Tenure Track Position (9-month basis)
Non-FTE Instructor (4-4 course load)
Temporary Faculty (TFAC) Faculty Name \_\_\_\_\_
Graduate Teaching Assistant Name \_\_\_\_\_
Graduate Instructional Assistant Name \_\_\_\_\_
Tenured/Tenure-Track Faculty, Summer Instruction Only Faculty Member Name \_\_\_\_\_
Course Overload\* Faculty Name \_\_\_\_\_
(\*Applies to all teaching faculty. Please provide current course load in justification below.)

New or Rehire: New Hire Rehire
Dual Employment Hire: Internal External

Academic Year/Semester: Spring 2020 Summer 2020 Fall 2020

Program Designator: \_\_\_\_\_

Required Faculty Credentials: Masters PhD ABD

\*Named Faculty Credentials: Masters PhD ABD

Alternate Credentials: \_\_\_\_\_

See the alternate credentials form and ACAF 1.20 policy.

\*TRANSCRIPT NOTE: If a faculty member is named above, the official transcript must reflect the highest level of education attained. Official terminal transcript is required before any hiring proposal can be finalized.

Justification for Position:

\*Please see Page 2 of this form for complete justification instructions. Please provide as much of the requested detail as possible.

Projected Enrollment:

Table with 5 columns: Course Designator, Course Number, Projected Section #, Projected Enrollment, Comments (please indicate meeting times)

For CAS Office of the Dean Use Only:

Position Approval: [ ] APPROVED [ ] DENIED [ ] APPROVED WITH MODIFICATIONS (See comments below.)

Credential Level Approval: [ ] APPROVED [ ] DENIED [ ] APPROVED WITH MODIFICATIONS (See comments below).

Approved Effective Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Approved compensation\*: \_\_\_\_\_ (\*Subject to change pursuant to HR deadlines and actual enrollment)

Comments:

Reviewed By: \_\_\_\_\_

Unit Notification Date: \_\_\_\_\_



## COLLEGE OF ARTS AND SCIENCES

### Request for Instructional Support Form

This **Request for Instructional Support Form** should be used to request the following positions:

- FTE Non-Tenure Track Position (9-month basis)
- Non-FTE Instructor (4-4 course load)
- Temporary/Adjunct Faculty Members (TFAC) needed to open additional sections during registration
- Graduate Teaching or Instructional Assistants if the position(s) exceed(s) the current year allocation
- Tenured/Tenure-Track Faculty, Summer Instruction Only
- Course Overloads for instructors in FTE or non-FTE positions

#### **SEMESTER AND PROGRAM DESIGNATOR**

Please also designate the semester(s) and program designator for which you are requesting support.

#### **JUSTIFICATION FOR POSITION**

Please use the “Justification for Position” portion of the form to support your unit’s need for instructional support, explaining why your unit’s full-time faculty and instructional staff cannot cover these courses. Please provide as much detail as possible.

- If you are requesting an FTE or non-FTE instructor position, please list the specific courses (including anticipated enrollment) for which you are requesting support, if the course is a major or Carolina Core course requirement, and if all other sections (if applicable) are full. Please also note if the request is covering a course buyout or other issues, such as an unanticipated departure of an Instructor or faculty member.
- If you are requesting additional temporary/adjunct faculty members (TFAC) to cover additional sections needed during registration, please list the course and the anticipated enrollment for which you are requesting support, if the course is a major or Carolina Core course requirement, and if all other sections (if applicable) are full. Please also note if the request is covering a course buyout or other issues, such as an unanticipated departure of an Instructor or faculty member.
- If you are requesting an overload for a current member of your instructional staff, please clearly explain the need for this instructor to take on additional sections rather than assigning them to a faculty member or TFAC. You will also need to provide the instructor’s current course load (including actual enrollment). Please also note if the course is a major or Carolina Core course requirement, and if all other sections (if applicable) are full.
- Please note that should minimum enrollment not be met, your RIS form will be declined.

#### **REQUIRED FACULTY CREDENTIALS**

In the required faculty credentials section, provide the credentials required for the instructor to cover your classes. Please note that, in order to comply with SACS accreditation standards, undergraduate courses (100-400 level) require a Master’s in the teaching discipline or a Master’s in another discipline with 18 graduate hours in the teaching discipline. 500-level classes and above must be staffed by instructors with PhDs. An official transcript is required before any hiring proposal can be finalized.

#### **REQUEST FORM SUBMISSION AND QUESTIONS**

Please submit this completed form to your assigned HR contact at least four weeks before the expected start date. If you have questions regarding this form or the process of requesting instructional support, contact your assigned HR contact.