Please make a copy for yourself and return your completed Faculty Appointment Recommendation Form to the Office of Summer Sessions, SS 110, or submit the electronic version to dscalera@albany.edu by Friday, November 29, 2013. The electronic version can be downloaded and completed electronically at: http://www.albany.edu/summer/summer_faculty_staff_resources.php

DIRECTIONS

SUMMER FACULTY APPOINTMENT RECOMMENDATION FORMS

1. Please fill in the top portion of this form. Departmental allocation amounts are distributed to academic units from their respective Dean’s Office.

2. Indicate the course that the instructor will be teaching.

3. Indicate the appropriate session according to the Summer Sessions Planning Schedule that is enclosed.

4. List instructor's name. If you do not know who will be teaching a given course, please indicate the instructor's name as "Staff" and indicate a rank and salary of an anticipated faculty appointee.

5. List instructor's nine-digit Empl id.

6. Each instructor's rank and salary should be entered as follows (see also Guidelines for Compensation). If no salary is entered, no salary will be authorized for that course.

   P  = Professor ($4,220 recommended salary)
   PA = Associate Professor ($3,700 recommended salary)
   AP = Assistant Professor ($2,970 recommended salary)
   L  = Lecturer (semester-by-semester teaching appointment $2,970 recommended salary)
   VL = Visitor ($2,970 recommended salary)
   LC = Lecturer-Casual (graduate student with primary teaching responsibility-$2,260 recommended salary)
   *TC = Technical Assistant-Casual ($1,260 recommended salary)

*Requests for Technical Assistants require justification and MUST be approved by the Director of Summer Sessions.

PLEASE NOTE:
If you do not fill in a salary amount for a listed course, we will assume that no payment will be expected by the appointee and no payment will be authorized for that course from the Summer Session's instructional account.

If a summer instructor has not been on University State payroll in the last twelve months, they are considered a VISITOR. Each visiting instructor will be required to fill out new employee appointment forms (VITA, state and federal tax forms, I-9), which will be provided by Summer Sessions along with the teaching contract. Contracts will be issued by Summer Sessions in March 2014.