

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@UAMail.Albany.Edu by Friday, November 13, 2009.

The electronic version can be accessed and downloaded at:
http://www.albany.edu/summer/summer_faculty_staff_resources.shtml

DIRECTIONS
SUMMER FACULTY APPOINTMENT RECOMMENDATION FORMS

1. Please fill in the top portion of this form ***including your departmental account number***. This account number is reported to Payroll ***for proper paycheck disbursement purposes only*** (so that a summer faculty member's paycheck will be issued to the appropriate department for pickup during the summer).
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 in the appropriate columns. Please refer to the Guidelines for Compensation for recommended salary amounts by rank. **If no salary is entered, no salary will be authorized for that course.**

Technical Assistants MUST be requested separately 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 Human Resources 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 2010.