

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 15, 2019.

DIRECTIONS  
SUMMER FACULTY APPOINTMENT RECOMMENDATION FORMS

1. Please fill in the top portion of this form. Departmental allocation amounts are distributed to academic units directly from their respective Dean's Office.
2. Indicate the *course* (i.e. ACOM100) that the instructor will be teaching.
3. Indicate the appropriate *session* according to the Summer Sessions Planning Schedule that was provided.
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* (beginning with 000 or 001).
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	4,845
PA = Associate Professor	4,305
AP = Assistant Professor	4,090
L = Lecturer	4,000
VL = Visiting Lecturer	4,000
TA = Technical Assistant*	1,450

**\*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, which will be provided by Summer Sessions along with the teaching contract. Contracts will be issued by Summer Sessions in March 2020.