

New Hire Contract Requirements for Faculty

Title: _____ First Name: _____ MI: ____ Last Name: _____

Current Mailing Address: _____

College: _____ Department: _____ Rank: _____

Academic Year _____ Start Date _____ Gender: Male or Female

Is this appointment:

_____ Tenure

_____ Tenure-track

_____ Non-tenure-track

Academic Year Salary: _____

Does this salary include the \$1,500 degree completion? Yes or No

Name of employee previously in the position _____ Position Number _____

Will the Dean's office be providing moving funds? Yes or No If yes, how much?

Automatic Graduate Faculty given? Yes or No

If yes, do you have the approval of the Dean of Graduate Studies & Research?

Does Graduate Faculty status need to be received by a certain date? Yes or No If yes, what date?

Has this individual received their terminal degree?

_____ Yes

_____ Degree Year

_____ Degree Type

_____ Degree Institution _____

_____ No

Does the degree need to be received by a certain date to maintain employment?

_____ Yes Date _____

_____ No

Does the degree need to be received by a certain date to maintain a tenure-track position?

_____ Yes Date _____

_____ No

Does this appointment recognize any previous tenure related experience? Yes or No

If yes, how many years?

Does this appointment recognize any previous experience toward promotion? Yes or No

If yes, how many years?

Is the individual a previous University of Nebraska employee? Yes or No

Comments:

Department Chair Approval _____ Date _____

College Dean Approval _____ Date _____

SVCASA Approval _____ Date _____

**Please attach vita and send to Tami in the Academic Affairs Office. Revised 1-31-2020