**TEMPORARY FACULTY WAIVER QUESTIONS:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hiring Department: |  | | | | Date of Request | |  | |
| Hiring College: |  | | | | | | | |
| Hiring Unit AAC: | |  | Phone #: |  | | Email: | |  |
| Hiring Contact Person: | |  | Phone #: |  | | Email: | |  |

**Proposed Appointment Type:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AY |  |  |  | FY |  |  | FTE |  |  | Fall Credit Total |  |  | Spring Credit Total |  |  | Salary | $ |

**Scope of Work:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period of time: | Begin Date: |  |  | End Date: |  |
| Courses: |  | | | | |
| Brief & General Description of Responsibilities: |  | | | | |

**Requesting a Waiver For:**

|  |  |  |  |
| --- | --- | --- | --- |
| Select all that apply: | | Hiring greater than 3 consecutive semesters |  |
|  | | Hiring on an AY or FY basis |  |
|  | | Instruction greater than 7 credits a semester |  |
|  | | Work FTE greater than .468 a semester |  |
| Other (explain): |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person: |  | | | | | | | | | | | Highest degree earned: | | |  | | | Year: |  |
| Previous employment with the UI: | | Yes |  |  | No | |  |  | | Last date of employment (if applicable): | | | | | | |  | | |
| Is this person adjunct faculty in your department: | | | | | | Yes | |  |  | | No | |  | V Number (if applicable): | | V | | | |
| What is the selection criteria for appointing this person and this person’s specific experience for doing this work? | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| What are the circumstances that prevented you from doing a search earlier in the season and/or what is preventing you from conducting a search? | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |

Approval and Routing Order (submit form & CV to [provost@uidaho.edu](mailto:provost@uidaho.edu) for final 2 approvals):

|  |  |  |
| --- | --- | --- |
| Hiring Department Chair, Head, Director |  | Date |
| Hiring College/Unit Dean |  | Date |
| AAC |  | Date |
| Provost & Executive Vice President |  | Date of Approval |
| HRAI |  | Date of Approval |

**If approval is granted:** Steps A. thru G. on page 1 of the temporary faculty hiring guideline must be completed. The tasks must be completed on or before the first day of work AND before full system access will be granted.