Special Appointment Request

Department:

Position:

Position Number:

Job code:

Suggested Salary:

Funding Source(s):

Remote Work Available:

1. Page two specifics: What are the anticipated percentages for this position in research, teaching and service? Include the specific courses this person will teach, whether courses are required, and what the enrollment for the past two years has been in each of the courses. If there are low enrolled courses in this department, explain how these have been addressed.
2. Teaching Goals: How will this position specifically support the College’s HIPs goal, recruitment and retention goals?
3. Typically, research is not part of Special Appointment contracts. However, this may occur if the research portion of salary is fully covered by external funding. If that is the case, please specify the expected percentages for research and the funding source(s) to cover that percentage of effort. Describe the expected results, contribution, or products that will be expected for the period of appointment.
4. Resources for faculty: What is the amount, and source, of startup fund and space needs for this special appointment request (include any start up expectations including computational resources, post docs, GRA, etc.)? What library sources are needed for this position to be successful in research and are the resources currently available from the UND Library? Check with Laura Egan, Head of Collections, at laura.egan@und.edu, 701-777-4643.
5. Budget: How does this position shape your current budget situation including the amount of subvention? How much revenue do you anticipate this position generating for your college through external research funding and/or instruction?
6. Other: Are there other specific considerations (e.g. specific accreditation guidelines, licensing requirements, etc.) that justify this position?
7. Will the department support sponsorship for this position (e.g. H-1B, J-1)?

Signatures Indicating Approval

Name Title Date

 Department Chair ­­­­­­­­­­­­­­

 Dean ­­­­­­­­­­­­­­

 Provost ­­­­­­­­­­­­­­