

# KSU Staff and Postdoctoral Associate – Teacher of Record Appointment Form

Completion of this form is necessary to allow KSU staff and/or postdoctoral associates to become Instructor of Record and have access to Banner\*\*\* and to appear in the Faculty Information System.

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Name: \_\_\_\_\_ KSU#: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Rank: Instructor or Postdoctoral Associate

Teaching Discipline: \_\_\_\_\_

Rate of Pay: \$ \_\_\_\_\_ per credit hour

Effective Date: \_\_\_\_\_

Dept. Chair: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean\*: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed form with Official Transcripts and Curriculum Vitae to Academic Affairs.

Remember: 1) a background check may have to be performed if not already done; 2) graduate faculty status will need to be approved by the Dean of the Graduate College if the KSU Staff or postdoc will be teaching a graduate course; 3) All requests for payment for teaching assignments must be submitted via the HR For entitled “Staff Teaching Requisition” and approved by HR before the assignment begins. Allow sufficient time for these requirements to be completed before instruction begins.

\*\*\* For access to Banner, the Buckley Form must be completed and submitted to Registrar.