

KSU Staff and Postdoctoral Associate – Teacher of Record Appointment Form

Completion of this form is necessary to allow KSU staff and Postdoctoral Associates to become Instructor of Record and have access to Banner*** and to appear in the Faculty Information System.

Name: _____ KSU#: _____

Department: _____ Employee ID: _____

Faculty Title: _____ Rank: _____

Teaching Discipline: _____

Per Credit Hour Rate of Pay: \$ _____ /credit hour

Effective Date: _____

Dept. Chair: Print Name _____ Signature _____ Date: _____

Graduate Dean*: Print Name _____ Signature _____ Date: _____

(*If Postdoctoral Associate)

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 post-doc will be teaching a graduate course; 3) All requests for payment for teaching assignments must be submitted via the HR Form entitled "Staff Teaching Requisition" and approved by HR *before* 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.**