

KSU Staff, Georgia Film Academy and Postdoctoral Associate

Teacher of Record Appointment Form

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

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, GFA Instructor or postdoc 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 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.**