



ROUTING SHEET for LECTURER APPOINTMENT

Personal Data

Name: _____ Credentials/Degree: _____
(Last) (First) (MI) Gender Male Female

Appointment Data

PROGRAM/SCHOOL: _____ Department: _____

Site Location: _____ Location, Other: _____

Appointment End Date: 6/30/ _____

Anticipated Start Date: _____ Employee Benefit Eligibility: _____ % FTE: _____

Previous RFUMS Faculty Appointment

No Yes

PROGRAM/SCHOOL: _____ Department: _____ Dates: _____

Lecturer Checklist

- Lecturer Application
- Current Curriculum Vitae
- Chair's Letter of Recommendation
- Professional Degree Verification (copy of diploma)
- License or Certification Verification (attach documentation)

Primary Responsibility to the University: _____

Projected Role: _____

Authorized Signatures

Form completed by: _____ Phone # _____ Date: _____

Department Chair: _____ Date: _____

School's Appointment Committee: _____ Date: _____

Dean: _____ Date: _____

Vice President for Faculty Affairs: _____ Date: _____