

APPOINTMENT LETTER REQUEST FORM FOR BLOCK VISITOR

TO: Office of the Dean of the College **DATE:** _____

FROM: _____
CHAIR'S NAME DEPARTMENT/PROGRAM

Visitor's Name & Address _____

Phone _____ **E-mail** address for visitor _____

Has this person ever taught at CC? No ___ Yes ___ If yes, when? _____

Do you know if this person is legally **authorized to work in the U.S.?** _____

Is this person **replacing someone** in your department? No ___ Yes ___ If yes, who _____

Does the regular faculty member have a **named professorship** (Jackson, Worner, McLean, for example) or an **awarded release block** (mini-sabbatical, development block) that occasions the replacement?
No ___ Yes ___ If yes, explain _____

Funding source: Is the block funded by an endowed program? If yes, which? example: MacArthur, Donner, Mellon

Academic Year _____ **For Block(s)** _____

Title: In most cases, *Visiting Lecturer* unless the visitor currently or has been employed for one year or more at another academic institution with a title in the professorial rank.

Suggested Salary Bracket (see handbook guidelines). Dean will determine salary.

Instructor: entry level _____ mid level _____ high level _____

Assistant Professor: entry level _____ mid level _____ high level _____

Associate Professor: entry level _____ mid level _____ high level _____

Professor: entry level _____ mid level _____ high level _____

Course(s) _____
(Number & title) _____

Travel *
Allowance _____

*We usually provide reimbursement for lowest-cost round trip coach airfare or equivalent if driving, or a flat taxable allowance for visitors who commute and live further away than 60 miles.

PLEASE ATTACH CV, and if he/she taught previously at CC, a short assessment of the visitor's teaching.