

HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA 23668

Authorization to Hire Part-time External Faculty

U.S. Citizen \_\_\_\_\_ / \_\_\_\_\_ \*\*New \_\_\_\_\_ Continuation \_\_\_\_\_ Date \_\_\_\_\_  
 Yes \*No

Permission is requested to offer a part-time contract to the individual named below to teach in the Department of \_\_\_\_\_.

Name: \_\_\_\_\_ Last four digits of your Social Security Number or ID number \_\_\_\_\_  
 Indicate Dr., Mr., Mrs., or Ms. First Name Last Name

Mailing Address: \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Street City State Zip

Department Budget Number\Grant Number \_\_\_\_\_ Rank \_\_\_\_\_  
 Index Fund Org Account Program

	Number and Title	Credit Hr.	Enrollment	Salary
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Contract Amount: \_\_\_\_\_

\*\*\*Signature of Adjunct Faculty Member

\*\*\*By signing this authorization form, you agree that the number of students listed in each course coincides with your class list and is, therefore, correct. Your salary is based on student enrollment. Please know that once this form is submitted to the Office of the Provost, no reductions or additions can be made to student enrollment.

**\*NOTE:** Before submission of this form, review Steps for Completion of I-9 Form below. **IMPORTANT:** An individual's contract should not extend beyond the expiration of his or her VISA.

**CITIZENSHIP**

\_\_\_\_\_ U.S. **OR** \_\_\_\_\_ \*Other

**\*Before** submission of this form, individuals who are not U.S. Citizens should schedule an appointment with the Program Officer in the Office of Human Resources and take along with them a Citizenship Verification Form, original immigration paperwork and their I-94 form.

**IMPORTANT:** An individual's contract should not extend beyond the expiration of his or her VISA.

**THE FOLLOWING ITEMS MUST BE ATTACHED IN THE FOLLOWING ORDER FOR ALL NEW ADJUNCT FACULTY:**

- \_\_\_\_\_ \*\*Information Sheet/Background Check Form (This form is on our website.)
- \_\_\_\_\_ State and federal tax withholding forms. To obtain an online copy of state and federal tax forms, please copy and paste the appropriate address displayed below into your web browser.  
**State Tax Form**  
[http://www.tax.virginia.gov/web\\_pdfs/busForms/va4.pdf#search='Employee's%20Virginia%20Income%20Tax%20Withholding%20Exemption%20Certificate'](http://www.tax.virginia.gov/web_pdfs/busForms/va4.pdf#search='Employee's%20Virginia%20Income%20Tax%20Withholding%20Exemption%20Certificate')  
**Federal Tax Form**  
<http://www.irs.gov/pub/irs-pdf/fw4.pdf#search='Employee's%20Withholding%20Allowance%20Certificate'>
- \_\_\_\_\_ I-9 form (This form is on our website. Only complete Section 1 and by the third day of employment, send the new individual to the Office of the Provost with proper identification to complete the remainder of the form.)
- \_\_\_\_\_ **Pages 19 and 20** of the Intellectual Property Rights document as well as the **acknowledgement page**. (This form is on our website.)
- \_\_\_\_\_ Letters of Reference (Three originals)
- \_\_\_\_\_ Official Transcripts indicating highest degree (Please submit a copy until the official transcript is received.)
- \_\_\_\_\_ Hampton University Application to Hire (The application **MUST** be fully executed.) (This form is on our website.)
- \_\_\_\_\_ Resume/Vita
- \_\_\_\_\_ Documentation of Faculty Qualifications form

**\*\*The steps for completion of a background check can be found on the Information Sheet/Background Check Form.**

The first signatory certifies that the individual recommended has the credentials and experience necessary to maintain the integrity of the program.

**Administrative Approval**

		Approval needed by the Grant Officer if external funding will be used.		
_____ Approval	_____ Approval	_____ Approval	_____ Approval	_____ Approval
_____ Non-Approval	_____ Non-Approval	_____ Non-Approval	_____ Non-Approval	_____ Non-Approval
_____	_____	_____	_____	_____
Chair Date	Dean Date	Grant Officer Date	Provost Date	President Date