

**PROCEDURES FOR REQUESTING AND PROCESSING FACULTY
CONTRACT FOR NEW PERSONNEL (Full and Part-time)**

1. Request for contract will be submitted by School Dean with the following information attached.
 - a. Letters of Reference (3)
 - b. Official Transcripts indicating highest degree
 - c. Hampton University Application to Hire
 - d. I-9 forms (INS)
 - e. Interview Sheet (faculty only)
 - f. Resume/Vite
 - g. Intellectual Property Rights

Note: No contract will be processed without the above information attached to the request.

2. Request for contract will be forwarded to the required budget approving agency (Grants Management, Treasurers Office, President) for approval.
3. Approved request for contract will be returned to the Office of the Provost for contract preparation.
4. Prepared contract will then be forwarded to the President's Office for signature.
5. Office of the Provost will notify the Dean's office of contract signed by the President, and will notify te required individual(s) that the contract is ready for pickup or mail. Contract must be received within five (5) days after notification.
6. Processing of contract from date of submission to the Provost requires ten (10) working days.

No personnel will be allowed to start work at Hampton University without a signed contract.

**HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668**

REQUEST FOR CONTRACT

NAME: Mr./Ms./Mrs./Dr. _____
(First) (Middle) (Last) Social Security Number

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone Numbers: HOME: _____ WORK/BUSINESS: _____
(Area Code/Number) (Area Code/Number)

Email Addresses: _____
Prospective Faculty Member Department Chairperson Department Secretary

POSITION STATUS (Check the appropriate blank):

_____ New Slot **OR** _____ Replacement for (Name) _____

CONTRACT TYPE (Check the appropriate blank):

_____ Temporary Appointment/Annual
_____ Probationary Appointment/Tenure Track
_____ Tenure

Prior Experience (Years) _____

Prior Credit Toward Credit Tenure (Years) _____

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 original immigration paperwork as well as 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:

- _____ Faculty Interview Sheet
- _____ **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'
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.**

Title: _____ Marketplace \$ _____
(Rank) (Department/Area) Contract Amount \$ _____

Departmental Budget Number _____
(The salary will be charged to this account) Index Fund Org Account Program

Contract period: Beginning Date: _____ Ending Date: _____
_____ 1st Semester _____ 2nd Semester _____ 9 month _____ 12 month _____ Other (Specify) _____

Request submitted by:

| | | |
|----------|------------|-------|
| _____ | _____ | _____ |
| Chairman | Department | Date |
| _____ | _____ | _____ |
| Dean | School | Date |
| _____ | _____ | _____ |
| Provost | | Date |

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

Authorization to Hire Internal/External Personnel
Under Funded Projects/Grants, etc.

_____ Internal Personnel

_____ External Personnel

Permission is requested to engage the individual identified in an academic position at Hampton University.

Name: _____
First Middle Last Title Social Security Number

Mailing Address _____ (H)
Street City State Zip Area Code Telephone Number

_____ (O)

Responsibilities and Salary

I should like the individual identified above to serve as _____
Position

in the _____
(program, course, project or grant)

Specific responsibilities will be _____

The duration of the assignment will be from _____ to _____ for a total of _____ semesters.

or _____ weeks or _____ hours. The recommended salary is \$ _____

This position is authorized in _____
(Identify project/grant/program by title and number)

New position Continuation Temporary Replacement Replacement for _____

I certify that the individual recommended has the credentials and experiences necessary to maintain the integrity of the program.

Signature Position Date

Administrative Approval

| | | |
|---|---|--|
| <p>_____ Approval _____ Non-Approval</p> <p>_____ Chair Date</p> | <p>_____ Approval _____ Non-Approval</p> <p>_____ Dean Date</p> | <p>_____ Approval The salary and position is authorized in Budget # _____</p> <p>_____ Grant Officer Date</p> |
| <p>_____ Approval _____ Non-Approval</p> <p>_____ Vice President for Business Affairs and Treasurer Date</p> | <p>_____ Approval _____ Non-Approval</p> <p>_____ Provost Date</p> | <p>_____ Approval _____ Non-Approval</p> <p>_____ President Date</p> |