

**UNIVERSITY OF SOUTH ALABAMA
PART-TIME SKILLS LAB TEACHING ASSISTANT APPOINTMENT FORM***

Instructor Name: _____ **Social Security #:** _____

College: _____ **Department:** _____ **Effective Term:** _____

Proposed courses to teach: (list specific courses) _____ Undergraduate: Graduate:*

**If proposed courses are graduate, a graduate appointment is required. Contact 460- 6310 for specific requirements.*

List Course(s) Faculty Member Approved to Teach: (attach additional sheets, if needed)				

Institution(s) of Higher Education Attended:

Name of Institution	Type of Degree (ex. BS/MS/ PhD)	YEAR Awarded	MAJOR

Postdoctoral Training: _____

Professional Certification(s)/ License(s): _____

Is Exception form needed? Yes No

If yes, the exception for teaching undergraduate and/ or graduate courses form and a Faculty Qualifications Portfolio must accompany this request. See Faculty Qualifications Portfolio Guide on the Academic Affairs website ([http:// www.southalabama.edu/academicaffairs/ forms.html](http://www.southalabama.edu/academicaffairs/forms.html))

APPROVALS

Chair (includes certifying English Language Proficiency) **Date**

Sr. Vice Provost **Date**

Dean (includes certifying English Language Proficiency) **Date**

Provost & SVPAA **Date**

Academic Affairs Use Only	
J#	Date Received
<small>Distribution of Part-Time Faculty Appointment Form: Original: Dean's Office Personnel File 1 Copy: Departmental Personnel File 1 Copy: Academic Affairs File</small>	

- *Attach Complete File:
- Original Transcripts (cannot be issued to student)
 - Letter of Recommendation from Departmental Chair, including Approval Signature of Dean
 - Two Signed Original Letters of Recommendation from External Referees
 - Biographical Data Form
 - Curriculum Vita
 - USA Faculty Consent Form (Background Investigation)