

Forms can be found here: <https://www.mtu.edu/hr/about/forms/>

Temporary Faculty

Includes Instructors, Research and Adjunct faculty)

(Less than 9 months or less than 75% FTE)

- Position Authorization Form (not needed if employee is not paid)
- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form if applicable
- Draft offer letter
- Current curriculum vitae or resume
- Faculty Application

Staff with teaching assignment

- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form if applicable
- Employee Status Change Form
- Draft offer letter
- Current curriculum vitae or resume

Fixed Term Faculty

Includes Instructors and Visiting Faculty

(At least 9 months at 75% FTE, limited time commitment with end date)

- Position Authorization Form
- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form if applicable
- Draft offer letter
- Current curriculum vitae or resume
- Faculty Application

Regular Part Time Faculty

Includes Tenure Track and Lecturer Ranks

(At least 9 months at 75% FTE)

- Position Authorization Form (This will most likely have already been submitted as a search is required)
- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form if applicable
- Draft offer letter
- Current curriculum vitae or resume
- Recommendation letters and any other required documents (teaching statement, diversity statement, etc.)
- Start-up Request Form and Letter if applicable

Regular Faculty

Includes Tenure Track and Lecturer Ranks

(1.0 FTE and full time for 9 months)

- Position Authorization Form (This will most likely have already been submitted as a search is required)
- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form if applicable
- Draft offer letter
- Current curriculum vitae or resume
- Recommendation letters and any other required documents (teaching statement, diversity statement, etc.)
- Start-up Request Form and Letter if applicable