

PART-TIME TEMPORARY FACULTY APPROVAL FORM

University of Maine at Presque Isle

Upon receipt of the Teaching Availability Form, the Department Coordinator initiates the approval process by sending this completed approval form and accompanying credential materials to appropriate faculty and then on to the VPAA.

When this form and associated documents are forwarded to the VPAA, the Academic Affairs office will distribute copies to interested parties. The VPAA office makes the appointment and the Academic Affairs office updates the master list of Part-time Temporary Faculty.

Name: _____ Phone: _____

Address: _____

E-Mail: _____ Social Security #: _____

Highest degree held: _____ Major Field: _____

Teaching experience: _____

Please specify the course names and numbers that you are qualified to teach in order of preference. Course descriptions can be found under Academic Programs on our website at: www.umpi.maine.edu.

Course/Course Number for approval	Faculty Approval	Date

Coordinator Signature _____ Date _____

Rank (by VPAA) _____

VPAA Approval _____ Date _____

PART-TIME TEMPORARY FACULTY AVAILABILITY FORM

University of Maine at Presque Isle

Name: _____

Locations for which you are available: Presque Isle Campus Houlton Center

List the times you are available:

FALL SPRING SUMMER

Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

How many courses would you prefer to teach each semester: One Two Three

To complete your application packet, please be sure to include the following materials:

- Letter of Application
- Resume
- 3 References
- Official Transcripts from all Universities attended

Candidate Signature

Date

Return completed forms and accompanying documents to:
Academic Affairs, UMPI, 181 Main Street, Presque Isle, ME 04769

NOTE: It is the part-time faculty member's responsibility to provide current information. The University will rely on the availability form, which has been filed until it is updated. A part-time faculty member is not eligible for assignment unless an availability form has been filed.

Notification:

Personnel: _____

Houlton Center: _____

Candidate: _____