**FA ADDENDUM TO EMPLOYEE REQUEST FORM**

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| **Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program/School/Dept:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Start date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| ***1. REASON FOR HIRING: (check applicable box)*** |
| * To fill a vacant position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* New position
* Cost recovery
* To replace a faculty member who is: on leave, seconded, or serving in administrative position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* To replace a faculty member who is on long term disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* To fill a position where less than 50% of the funding is derived from the continuing base grant accorded to UNBC by the province
* To fill a position necessitated by enrolment growth
* To fill new a new position created as a result of the development of new Programs or expansion of existing Programs
* To offer a post-retirement contract (Article 19)
* To fill vacancies in any Program placed on probation for the duration of that probation
* To attract expertise to UNBC which would not otherwise be available
* Other purpose agreed upon by the parties: (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***2. CONTRACT INFORMATION:*** |
| Employee’s Full Name: (circle one) Dr. Ms. Mrs. Mr. **Address to send contract and phone number:** **Type of Appointment (circle one)**: Tenured Tenure-track Continuing Probationary  Term (Full-time) Term (Part-time) **------------------------------------------------------------------------------------------------------------------------------------------------------------------****Faculty Rank (circle one):** Lecturer Assistant Associate Professor **Librarian Rank (circle one):** Librarian 1 Librarian 2 Librarian 3 Librarian 4**Senior Lab Instructor Rank (circle one):**  SLI 1 SLI 2 SLI **3****Term Appointment (circle one):** Instructor 1 Instructor 2 Instructor 3 Instructor 4Lecturer Assistant Part-time Post Retirement  |
| ***3. IMMIGRATION INFORMATION:***  |
| **Is this person eligible to work in Canada? (circle one)** Yes No (contact the Office of the Provost for Foreign Worker Recruitment Procedures if ‘no’)  |
| *4. SALARY INFORMATION:*  |
| **Nominal Salary:** \_\_\_\_\_\_\_\_\_\_\_ + **Stipend:**  \_\_\_ + **Market Differential:**  (Note: effective July 1, 2013 (**1)SCH rate = $2,224.18**. **Instructor 1** salary = total SCHs assigned x current SCH rate; **Instructor 2** salary = 1.1 x value of total SCHs assigned; **Instructor 3** salary = 1.2 x value of total SCHs assigned; **Instructor 4** salary = 1.3 x value of total SCHs assigned) **Sabbatical Credit (max 2 years):**  **Start-up Funds**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Courses and SCHs Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Other Instructions:**   |
| *5. EMPLOYEE PAID EXPENSES: (check all applicable boxes)* |
| The employee is *required* to pay for expenses without reimbursement while carrying out the duties of the employment contract, such as supplies, long distance telephone charges, cell phone airtime, and work-space-in-the-home expenses.* Yes
* No
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