

FA ADDENDUM TO EMPLOYEE REQUEST FORM

Position Title: _____ Program/School/Dept: _____				
College: _____ Start date: _____ End date: _____				
1. REASON FOR HIRING: (check applicable box)				
<input type="checkbox"/> To fill a vacant position: _____ <input type="checkbox"/> New position <input type="checkbox"/> Cost recovery <input type="checkbox"/> To replace a faculty member who is: on leave, seconded, or serving in administrative position: _____ <input type="checkbox"/> To replace a faculty member who is on long term disability: _____ <input type="checkbox"/> To fill a position where less than 50% of the funding is derived from the continuing base grant accorded to UNBC by the province <input type="checkbox"/> To fill a position necessitated by enrolment growth <input type="checkbox"/> To fill new a new position created as a result of the development of new Programs or expansion of existing Programs <input type="checkbox"/> To offer a post-retirement contract (Article 19) <input type="checkbox"/> To fill vacancies in any Program placed on probation for the duration of that probation <input type="checkbox"/> To attract expertise to UNBC which would not otherwise be available <input type="checkbox"/> Other purpose agreed upon by the parties: (explain) _____				
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 Term (Full-time)	Tenure-track Term (Part-time)	Continuing	Probationary
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 Lecturer	Instructor 2 Assistant	Instructor 3 Part-time	Instructor 4 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 <u>required</u> 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.				
<input type="checkbox"/> Yes <input type="checkbox"/> No				