

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			