

## Emergency Hire Request Form

Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Name of Emergency Hire Candidate: \_\_\_\_\_

What Classes Will The Emergency Hire Be Teaching?: \_\_\_\_\_

### Position Type:

Part-Time Appointment (Max Employment: 1 Semester) OR

Full-Time Appointment (Max Employment: 1 Year)

Reason for requiring an Emergency Hire: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the department has followed the Order of Assignment

The applicable course pools have been exhausted:  Yes  No

*REMINDER: Please review the Preference for Available Temporary Work 12.29 from the Unit 3 Bargaining Agreement, to ensure you are following the Order of Assignment.*

Current lecturers have been asked to teach this course if they are qualified, regardless of whether they are in the pool:  Yes  No

Comments (optional): \_\_\_\_\_

I have attached the following:

For Part-Time Appointments:

Candidate CV

Part-Time Faculty Position Announcement (AA-6)

For Full-Time Appointments:

Candidate CV

Full-Time Faculty Position Announcement (AA-6)

*I understand that this emergency hire would permit this employee to teach **for the current term only**. If you still have a need for hiring in the following semester/year, please be sure to re-open the pool to ensure a regular hiring process.*

1. Department Chair: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Dean: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. AVP, Faculty Affairs: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Chief Diversity Office: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_