

NTT CONTRACT REQUEST

Department/Program: _____

This request is for Full-Time NTT (six courses; one-person) ____ or part-time NTT ____

This position replaces _____

Reason for replacement: retirement sabbatical paid leave unpaid leave other (explain) _____

Describe why this position is critical to your program _____

Identify courses that will be taught:

	Course Title	Course Number	# of Units	# of Sections	FTE of courses	Fall or Spring	Year
1							
2							
3							
4							
5							
6							

If candidate if performing other duties in addition to teaching, please list, including FTE of duties _____

Have you already identified a candidate? Yes ____ No ____

If not, explain how you will conduct the search and how you will identify a diverse pool of applicants.

If yes, is this person a full-time Occidental College employee? Yes ____ No ____

If yes, is this person an Occidental College Alumni? Yes ____ No ____

If yes, has this person taught at Occidental before? Yes ____ No ____

If yes, when was the last time you observed his/her teaching? _____

When was the last time you evaluated this person's teaching performance? _____

Do you plan to evaluate his/her teaching before reappointment? Yes ____ No ____ If no, why not?

Name of candidate identified (Name as it appears on social security card): _____

Address: _____

Home Phone _____ Day Phone _____ E-mail address _____

Attach recent C.V.

Approvals: Department/Program Chair _____

For Dean's Office: Salary _____ Dean's Approval _____

PLEASE RETURN THIS FORM TO THE OFFICE OF THE DEAN OF THE COLLEGE