

**UNIVERSITY OF WEST GEORGIA**  
**Authorization for Employment (ATE) for Part-Time Faculty**

College/Division: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

Proposed Rank/Title: \_\_\_\_\_ CIP Code \_\_\_\_\_

Proposed Appointment Date: \_\_\_\_\_  Temporary  Regular

Proposed Probationary Credit for Tenure:  
 Amount \_\_\_\_\_ Institution (s) \_\_\_\_\_

Agreement Regarding Completion of Degrees: \_\_\_\_\_

Applicant:

Is Related to a Current University of West Georgia Employee  Yes  No

Is Conversant in English  Yes  No

Highest Degree Has Been Verified  Yes  No

Retired from the University System of Georgia  Yes  No

If retired, please specify retirement company: \_\_\_\_\_ Date of Retirement: \_\_\_\_\_

TRS Approved  No  Yes Date of approval \_\_\_\_\_

Critical Hire Application Approved \_\_\_\_\_ Date Critical Hire Approved \_\_\_\_\_

Funding:

New Position

Replacement Position replacing \_\_\_\_\_

**Budget:**

**Department** \_\_\_\_\_ **Fund Code** \_\_\_\_\_ **Position Number** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Proposed: E.F.T.** \_\_\_\_\_ **Salary** \_\_\_\_\_

Funding Available:  Yes  No

\_\_\_\_\_  
 Director of Budget and Research

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Comments

**Summary Paragraph: To submit as recommendation to the Board of Regents include Education: Degrees, Major, Institutions, Dates; Experience; Additional Comments: Recommendations, Special qualifications (required if applicant has less than 18 credit hours graduate work in teaching field); use reverse if needed. Please include the course(s) that will be taught.**

**Approvals: Do Not Offer Conditional Employment or Change of Status until all approvals are obtained.**

\_\_\_\_\_  
 Department Chairman

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Comments

\_\_\_\_\_  
 Dean/Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Comments

\_\_\_\_\_  
 Vice President for Academic Affairs

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Comments

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Comments