University of West Georgia
Authorization for Employment (ATE) for Part-Time Faculty

If New Hire:
Job ID: ____________ Applicant ID from Careers: ____________ Hiring Manager email: ________________

College/School: ___________________ Department: ___________________

Applicant Name: ___________________ CIP Code: ________________

Proposed Appointment Date: ____________ Proposed Rank/Title: ___________________

Other employment for UWG, USG or eCampus: ___________________ Hours: ____________

Agreement Regarding Complete of Degrees: ___________________

Applicant:
Is Related to a Current University of West Georgia Employee: ___________________ __________
Is Conversant in English: ___________________ __________
Highest Degree Has Been Verified: ___________________ __________
Lives AND Works Out of State: ___________________ __________
Retired from the University System of Georgia: ___________________ __________

If retired, please specify retirement company: ___________________ Date of Retirement: ____________

TRS Approved: ____________ Date of approval: ____________

Funding Position Number: ____________ Pay Amount: $ ____________

Home Department ID ____________ Funding Department Chart String ____________

Funding Approved: Lucretia T. Gibbs, ASTBP, AA Date

Credentials/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).

---

Credentials Approved: Suzanne Garrett, MFE Coordinator, AA

<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
<th>Course w/section #</th>
<th>Credit Hours</th>
<th>Standard Hours Worked (Per Week)</th>
<th>Enrollment Current</th>
<th>Expected</th>
<th>Session</th>
<th>Location</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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

---

Department Chair Date Dean Date