Visiting/Per Course Faculty Employment Offer Request
Undergraduate Programs
(Form to be completed by department chair)

Name of Faculty Member _____ Date _____

Department _____

Has the applicant been employed with Hanover College previously? If unsure, please contact the Office of Academic Affairs.

☐ Yes ☐ No

Has the applicant taught for your department previously?

☐ Yes ☐ No

If no, attach the *Undergraduate Instructor Qualification Approval* form.

If yes, when was the last time they taught for your department? What course(s) did they teach?

Provide a brief summary of the person's past performance, including references to student course evaluations, observations, or other evidence.

Checklist for Contract

For what term is the proposed contract? _____

What course(s) will be taught? _____

Please note any special agreements – *if any*.

Department Chair _____