

**HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668**

REQUEST FOR CONTRACT

NAME: _____
(Indicate Mr., Ms., Mrs., or Dr.) (First) (Middle) (Last) SSN (last four digits only)

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone Numbers: HOME/CELL: _____ WORK: _____
(Area Code/Number) (Area Code/Number)

Email Addresses: _____
Prospective Faculty Member Department Chairperson Department Secretary

POSITION STATUS (Check the appropriate blank):

☐ New Slot **OR** ☐ Replacement for (Name) _____ *\$ _____

CONTRACT TYPE (Check the appropriate blank)

☐ Temporary Appointment/Annual
☐ Probationary Appointment/Tenure Track
☐ Tenure

Candidate's salary request \$ _____

Dean's salary request \$ _____

CITIZENSHIP

☐ U.S. **OR** ☐ Other

THE FOLLOWING DOCUMENTS **MUST BE ATTACHED:**

- ☐ Documentation of Faculty Qualifications Form
- ☐ Resume/Curriculum Vitae
- ☐ Hampton University Application for Faculty Employment
- ☐ Voluntary Self-Identification of Disability Form
- ☐ Official Transcript(s) of highest degree (Please submit a copy until the official transcript is received)
- ☐ Letters of Reference (Two originals)
- ☐ Pages **19 and 20** of the Intellectual Property Rights document as well as the Acknowledgement page
- ☐ Faculty Interview Sheet
- ☐ New Faculty Information Sheet (must be fully executed)
- ☐ Citizenship Verification form (Individuals who are not U.S. Citizens should complete the Citizenship Verification)
- ☐ Copy of Position Announcement

Title: _____ Marketplace \$ _____
(Rank) (Department/Area)
*Contract Amount \$ _____

Departmental Budget Number _____
(The salary will be charged to this account) Index Fund Org. Account Program

Contract period: Beginning Date: _____ Ending Date: _____
☐ 1st Semester ☐ 2nd Semester ☐ 9 month ☐ 12 month ☐ Other (Specify) _____

Request submitted by:

_____ Chairperson	_____ Department	_____ Date
_____ Dean	_____ School	_____ Date
_____ Executive Vice President and Provost		_____ Date

***To be completed by the Office of the Executive Vice President and
Provost**