

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: \_\_\_\_\_  
 1<sup>st</sup> Semester  2<sup>nd</sup> 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