



# Request to Post for Faculty

## Section A: To be completed by Department (keep a copy)

YEAR: \_\_\_\_\_ Discipline: \_\_\_\_\_

Number \_\_\_\_\_ Name \_\_\_\_\_

**STATUS:** Residual full-time  Replacement full-time  Replacement sick leave   
 Residual part-time  Replacement part-time

Replacement for: \_\_\_\_\_ Employee no. (if known) \_\_\_\_\_

Course Number	Course title**	Section no.	F	W
_____	_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	_____	<input type="radio"/>	<input type="radio"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Indicate title if it is different from title entered on master course file/Attach sheet if additional lines are required

## Section B: To be completed by the Registrar (keep a copy)

**Workload:** Fall: \_\_\_\_\_ Winter: \_\_\_\_\_ Posting Number: \_\_\_\_\_

Authorization to post: \_\_\_\_\_ Date: \_\_\_\_\_

## Section C: To be completed by Administrative Services

<u>Posting #</u>	<u>Assigned to</u>	<u>Employee #</u>	<u>Schooling</u>	<u>Exp.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# **INSTRUCTIONS**

## **Section A: TO BE COMPLETED BY DEPARTMENT**

*Please complete the form ie.; year, discipline, course number, course title, etc....*

*Once you have filled your portion of the form it must be forwarded to the Registrar's Office to the attention of the Staffing Coordinator. Please keep a copy for your records.*

## **Section B: TO BE COMPLETED BY REGISTRAR'S OFFICE**

*Once approved and dated please forward the form to Administrative Services to the attention of Odette Dubé for posting purposes. Please keep a copy of your records.*

## **Section C: TO BE COMPLETED BY ADMINISTRATIVE SERVICES**

*Workload to be posted based on the completed form.*