



## BRIGHAM YOUNG UNIVERSITY-HAWAII SPECIAL INSTRUCTOR APPOINTMENT

BYUH ID #:	*Name:	Date:		
*Email:	*Phone #:	* Requested Semester/Dates:		
*GL Acct#: <input type="checkbox"/> 10-720300-5330 (Campus)	<b>Current Employee:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>In another area/dept.</b>			
If Yes, What Position & Department?	Position:	Dept:		
<input type="checkbox"/> Overload Approved ( <i>Full Time Faculty only</i> )	Immediate Supervisor Approval:			
COURSE	SECTION	AMT PER CREDIT	CREDIT HRS	SUBTOTAL
<b>TOTAL</b>			<b>\$</b>	
Please Select One: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD			# of semesters of university level teaching experience:	

### EMPLOYEE ACCEPTANCE

I hereby accept the appointment stated above and understand that it may change due to enrollment.	Signature	Date:
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### APPROVALS/AUTHORIZED SIGNATURES

Dept. Chair	Date:	Dean	Date:
Vice President/Assoc. Academic VP	Date:	** Special Instructors can teach no more than 9 credit hours during a given semester. One (1) credit hour = 2.2 work hours including preparation and instruction time.	

\*Classes should have a minimum enrollment of five students. If enrollment drops below five, the course may be cancelled (except private music lessons) and this contract will be void or automatically adjusted to remove the cancelled course(s).

### INSTRUCTIONS

**NEW EMPLOYEE:** Departments must refer prospective instructor's contact information to HR. The HR office will send clearance forms which must be completed by the candidate and cleared prior to the candidate signing this form. Once clearance is received, this form can be extended for signing and the department will notify HR to complete the forms listed below. Upon completion, HR will notify the department that all the requirements have been met.  
\*\*NOTE: Special Instructors SHOULD NOT be working for another church entity while on contract with BYU-Hawaii.

FERPA Form  
I-9 form with appropriate documents

TB Clearance  
W-4 & HW-4 tax forms

Work Related Injury & Illness Form

**A CURRENT "ACTIVE" EMPLOYEE** MUST get prior approval from the VP for Academics, their department Director and immediate supervisor before they are eligible to teach. Teaching must be done outside of hours.

### DEPARTMENT PROCEDURES

After completing the steps listed above, submit this form to the dean with the employee's signature. Forms should be submitted at least three weeks prior to the beginning of a semester. The VP for Academics will approve and forward this form to HR for further processing.

### FOR HR OFFICE USE ONLY:

Total:	# of PPD:	Amt/PPD:	PPD. Start Date	Comments	Entered:	Verified:
\$	# PPDS Retro	\$	\$	\$		
			Amt Retro:	Total Due Less Retro:	Emp. Recd #	
			\$	\$		