



VALDOSTA STATE UNIVERSITY

DUAL APPOINTMENT INTAKE FORM

All sections must be completed and submitted to hronboarding@valdosta.edu.

Employee Name:

Employee E-mail Address:

Home Institution (Institution employee currently works):

Requesting VSU Department:

Employee Highest Degree Earned:

Date(s) of Services for Engagement: Begin Date:

End Date:

Description of services to be performed:

Justification for obtaining another USG employee and not someone at the Home Institution.

One of the following is required for More Than Full-Time Equivalent Dual Appointment and Part-Time/Temporary Dual Appointment per O.C.G.A. § 45-10-20 through § 45-10-28. Please verify the employee meets one of the following exceptions:

Doctoral or Master's Degree from an accredited college or university Licensed physician

Dentist Psychologist Chaplain Certified oral or manual interpreter for deaf person Firefighter

Teacher/instructor of an evening or night course or program Registered nurse or licensed practical nurse

Home Institution Obligations:

Credit Hours:

Contact Hours:

Standard Hours:

Requesting Institution Obligations:

Credit Hours:

Contact Hours:

Standard Hours:

Compensation Details

- Salary for Dual Appointment (Before Taxes/benefits/retirement):

• Budget String: Dept	Fund	Program	Class
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Requestor Name:

E-mail:

Date Requested:

Supervisor:

Will the employee be teaching eCore or eMajor courses?

Rehired Retiree (Y/N):

**If the employee is a Rehired Retiree, a Rehired Retiree Employment Form must be submitted with the Intake Form.*