

Brandon University

Request for Employment Contract

Superceding Contract ☐

1. Name _____
Address _____

2. Type of appointment ☐ Full-time ☐ Part-time (fte _____)
(check all that are applicable) ☐ Term ☐ Continuing/Regular
☐ Probationary ☐ Amended (See 11 &12)
☐ Visiting ☐ Other _____

3. Start date _____ Term end date _____
(if applicable)

4. Rank/classification _____

5. Position title _____

6. Faculty, department and/or project _____

7. Remuneration \$ _____ ☐ Bi-weekly ☐ Per Annum
Step _____ on the rank/classification scale

8. Allowances ☐ Remoteness/Northern Allowance ☐ Moving
☐ Travelling Professor ☐ Centre Coordinator
☐ Other _____

9. Location (if off campus) _____

10. Responsible to (title only) _____

11. Provisions for amended appointments or leave contracts

Workload _____

Sabbatical (Accrued Credits) _____

12. Any other special provisions that are part of this offer _____

13. Recognized sabbatical credit from another employer: _____

14. Vetting (All relevant documentation must be attached to this form before a contract will be generated)

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| a) Copy of Request to Fill Position attached | ☐ Yes | ☐ No | ☐ n/a |
| b) Copy of advertisement attached | ☐ Yes | ☐ No | ☐ n/a |
| c) CV/Resume/Application attached | ☐ Yes | ☐ No | ☐ n/a |
| d) References completed and attached | ☐ Yes | ☐ No | ☐ n/a |
| e) Official transcripts/certificates attached | ☐ Yes | ☐ No | ☐ n/a |
| f) Search committee minutes attached | ☐ Yes | ☐ No | ☐ n/a |
| g) Immigration approval clause required | ☐ Yes | ☐ No | ☐ n/a |

Charge to budget code _ _ _ _ -- _ _ _

Position is New _ _ Term Extension _ _ Replacing _ _ _ _ _

Recommended by _ _ _ _ _ Date _ _ _ _ _

Signature Approval:

Initiated By: _ _ _ _ _ Signature – Dean or Director _ _ _ _ _ Date _ _ _ _ _

Approved _ _ _ _ _ Signature – Chief Human Resources Officer _ _ _ _ _ Date _ _ _ _ _

Approved _ _ _ _ _ Signature - Vice-President (Administration & Finance) _ _ _ _ _ Date _ _ _ _ _

Approved _ _ _ _ _ Signature – Vice-President (Academic & Provost) _ _ _ _ _ Date _ _ _ _ _

Approved _ _ _ _ _ Signature - President _ _ _ _ _ Date _ _ _ _ _

This form is to be used for all contract requests (excluding sessional/overload). Signatures should be obtained in the order in which they are listed. All applicable information must be completed and all signatures obtained before the request is received in Human Resources for processing. Incomplete information or missing signatures will delay the processing of the contract letter.