

Non-Paid Faculty Reporting Form

Note: A non-paid faculty is an individual who is listed as instructor of record but is not paid directly by the university.

Important Instructions:

1. This form **must be** completed, signed by ALL responsible parties (i.e., Deans, AVPAA, HR Office, Provost Office), and filed in the Provost Office before the **10th class day** in fall and spring or **3rd class day** during summer. This form will initially be filled out and signed by Deans, then sent to AVPAA for signature, then forwarded to the HR Office, then to the Provost Office in that order.
2. Failure to complete these necessary forms **by the due dates listed above** may result in exclusion from certified reports for state funding.

Calendar Year: _____ **Semester:** Fall Spring Summer

Name: _____ **SSN:** _____ **Empl_ID:** _____
Last First MI (if known)

Date of Birth (mm/dd/yyyy): _____ **Gender:** Female Male

Race:
 Hispanic Non-Hispanic No response

Ethnicity:
 White Black Asian American Indian/Alaskan Native
 Hawaiian/Pacific Islander International

Rank (Select only one):
 Professor Associate Professor Assistant Professor
 Instructor Lecturer Teaching Assistant Visiting Faculty Adjunct Faculty Special
Faculty Research Faculty Clinical Faculty Instructional Faculty Assistant Professor/Librarian
 Other (please specify): _____

College: COB COE CSE HSH

University of Houston Clear Lake

Office of Institutional Effectiveness

New: Yes No If No, last Semester and Year Taught? _____

Please complete the next two sections only if teaching a class.

Classes—list all classes for which individual is to be listed as the instructor of record:

Note: If the table does not provide enough room to list ALL classes, please fill out **only** the additional classes on a **second** non-paid faculty reporting form.

Class Number	Subject	Catalog Number	Section

Credentials:

The following credentials should be submitted with this form the first semester an individual is listed as Instructor of Record:

- Official Transcript(s) (required) Three Letters of Reference (required)
- Vitae (recommended, not required)

Indicate Highest Degree Earned: BA/BS MA/MS Doctorate

Required Signatures:

Prepared by: _____ Date: _____ Title: _____

Dean: _____ Date: _____

AVPAA: _____ Date: _____

HR: _____ Date: _____