

**Northern Kentucky University
Part-Time Tenure-Track and Tenured Cover Sheet**

While tenure-track and tenured appointments are usually full time, Northern Kentucky University recognizes the importance of flexibility of employment so that faculty can better manage the balance between their professional work and personal obligations, either over a defined period of time or permanently. This policy is intended to encourage departments to accommodate reasonable requests for part-time appointments.

APPLICATION PROCESS

The part-time tenure-track and tenured appointment cover sheet must be completed and submitted to the Office of the Provost along with a letter requesting the move and outlining the time period of the part-time appointment and proposed duties to be completed during the appointment period. The letter and the signed coversheet must be submitted no later than 90 days prior to the effective date requested.

Applicant:

Department:

Requested Participation Start Date:

Requested Participation Period (one semester, one year, ongoing):

Approvals:

Faculty Member Requesting the Part-Time Appointment

Date

Department Chair

Date

College Dean

Date

Provost and Executive Vice President for Academic Affairs

Date

President

Date