



Georgia Tech Dual Appointment Agreement Coversheet

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Employee's Home Institution \_\_\_\_\_

Requesting Institution \_\_\_\_\_

Dates of Appointment Agreement \_\_\_\_\_ to \_\_\_\_\_

Dates of Previous Dual Appointment Agreements \_\_\_\_\_

Current Salary \_\_\_\_\_ Fee for Service \_\_\_\_\_

Employee's FTE at Georgia Tech (% time) \_\_\_\_\_

Is this person a US Citizen or Permanent Resident?    Yes                  No

Please describe the nature of the appointment and work to be conducted (include days and times).

Please describe the plans for this work beyond this request.  
Is this agreement expected to continue beyond the dates on this request?

If Georgia Tech is the Home Institution, please describe how the employee's regular job duties will be covered in order to accommodate the additional duties requested.

Please explain the necessity of the request. Please elaborate on the temporary nature of the assignment or the long-term plan to meet this need.

If this request is being submitted less than thirty days before the service period begins, please provide a justification for the request being submitted late.

\_\_\_\_\_  
Georgia Tech Supervisor Signature    Date