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.