

Faculty Dual Appointment Request – Kennesaw State University

A dual appointment agreement (DAA) is required when staff, faculty, or students are employed concurrently during the same period of time at two or more institutions within the University System of Georgia. A DAA can take up to twelve weeks (approximately two-three months) to complete and requires the signature of two University Presidents. Dual appointment positions are not paid until the DAA is fully approved.

USG Policy defines the types of dual appointments:

- Full-Time Equivalent
- Travel Only
- Borrowed Services
- More than Full-Time
- Part-Time/Temporary

The USG policy for dual appointments can be found here: [Dual Appointment USG Policy](#)

This form will be used when a Kennesaw State University academic unit is requesting to hire an employee of another USG institution to teach a course at KSU. Please fill out and send this request to your Faculty Affairs Coordinator, who will review and initiate the DAA request. If you are unsure about any part of this or have questions before submitting, please reach out to your Faculty Affairs Coordinator.

Appointment Information:

New Appointment Renewal Date/Term of previous DAA

DAA Type –

Employee Name –

Employee Home Institution –

Is this employee a retiree? –

Start Date –

End Date –

KSU Department –

KSU College –

KSU Hiring Manager –

Description of Services to be performed **and** justification for obtaining services from another USG institution employee (i.e. why is a KSU employee not doing this?) –

KSU Obligations (enter all that apply, no more than four):

No more than four obligations per DAA, with classes entered separately

- | | CRN | Subject | Course Number | Section | Instructional Method | Credit Hours |
|---------------------------|-----|---------|---------------|---------|----------------------|--------------|
| • Course 1 – | | | | | | |
| • Course 2 – | | | | | | |
| • Course 3 – | | | | | | |
| • Travel Reimbursement* – | | | | | | |

**Maximum allowable amount. Receipts will be required per USG policy before the reimbursement will be paid.*

Compensation Information:

Total Fee for Service –

Pay Frequency –

Combo Code –

Completed by:

Name –

KSU Home Department –

Email –

Date -

Additional Comments: