

ADJUNCT INSTRUCTOR COURSE APPROVAL FORM

DATE: _____

TO: 1) Dr. Casmir Agbaraji, Dean of Undergraduate Studies
2) Wanda J. Cooke, Human Resources Director
3) Kelly Chiquito, Registrar

APPROVAL FOR TEACHING:

INSTR DEAN:

Qualifications Reviewed

☐ Approved ☐ Not Approved

EMPLOYMENT PROFILE:

H.R. DIRECTOR:

☐ Approved ☐ Not Approved

FROM:

Request Made by Department Chair / Site Director or Coordinator

Applicant's full name

Emp. I.D. number Or leave Blank if there is none.

Employment Application packet, complete with OFFICIAL College Transcripts are attached for Review and Approval. Upon approval, please consider offering the following course(s):

Semester/Year: _____

Location: _____
Campus name

[illegible]

If you have any questions, please contact me at: _____

Note: Faculty Handbook states, *An Adjunct Instructor applies to all part-time faculty who teach semester-by-semester basis. An Adjunct Instructor may teach (3) three to (9) nine credits per semester.*