

New Adjunct Faculty Contract Request Form

Name of Faculty Member:		Teaches (UG/G/both):	
School:		Discipline:	
Contract Term (fall, spring, summer):		Contract Year:	
Course & Section(s):		Course Location:	
Includes clinical supervision?		Salary or Course Rate:	

Rank will be Adjunct Instructor unless otherwise indicated: _____

Contact Information:

Email: _____
 Phone _____
 (specify type, if known): _____
 Address: _____
 City, State Zip: _____

Transcript Information:

Inclusion of information below indicates that the Dean/designee has verified official transcripts for the degree indicated.

Institution: _____
 Degree: _____
 Major/Program 1: _____
 Major/Program 2: _____
 Graduation Year: _____
 Highest degree? _____
 Transcript on file: Official Unofficial Other: _____

Dean's Signature _____	Date _____	HR Use: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Date</td><td></td></tr> <tr><td></td><td>Background Screening Complete</td></tr> <tr><td></td><td>Paycor Invitation</td></tr> <tr><td></td><td>Instruction email sent (CC: School, HR)</td></tr> <tr><td></td><td>Onboarding Complete</td></tr> <tr><td></td><td>ID Created:</td></tr> <tr><td></td><td>Rank Added</td></tr> <tr><td></td><td>Notify Registrar, School, HR</td></tr> <tr><td></td><td>Email Address Requested</td></tr> </table>	Date			Background Screening Complete		Paycor Invitation		Instruction email sent (CC: School, HR)		Onboarding Complete		ID Created:		Rank Added		Notify Registrar, School, HR		Email Address Requested
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