

## 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: \_\_\_\_\_

Date	<div style="border: 2px solid black; padding: 5px;"> <p>HR Use:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">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> </div>	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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