



**TEMPORARY APSCUF
REQUISITION & HIRING**

For **NEW** adjuncts – Please attach Resume/CV,
Transcripts, References if available

HIRING ADJUNCT FACULTY ONLY!

Revised July 1, 2014 – HR/mr

STEP 1 - DEPARTMENT APPROVAL

Business Administration	Guidance & Counseling	Department Vote Attached
Education & Leadership Studies	Hospitality & Recreation Mgmt	Y _____ N _____
English, Languages & Comm Arts	Natural & Applied Sciences	
Fine Arts, Design & Liberal Studies	Social and Behavioral Sciences	Athletics Faculty

ADJUNCT NAME: _____	SEMESTER: _____	GRANT FUNDED Y N	Grant name _____
COURSES	HOURS	Applicant CV etc. attached? Y N Applicant meets ACT182? Y N Department Vote attached? Y N Annuitant Emergency Justification Y N/A	
	<i>Full Time</i>		
	<i>Three quarter time</i>		
	<i>Half Time</i>		
	<i>Quarter Time</i>		
	<i>Other</i>		

Department Chair Signature _____ **Date** _____

STEP 2 – OFFICE OF THE DEAN / PROVOST

Dean _____ Approved ___ Disapproved ___ Date _____

Provost/Vice President _____ Approved ___ Disapproved ___ Date _____

Notes _____ **Date Chairs, Dean notified** _____

STEP 3 - OFFICE OF HUMAN RESOURCES/PAYROLL SERVICES

Faculty Rank _____ Level/Step _____ Returning Adjunct Y N

Costs _____ (Salary \$ _____ Benefits \$ _____) Benefits Eligibility Y N

STEP 4 - FUNDING APPROVAL

Operating Budget _____ Percentage _____ Account #: _____

Budget Officer's Signature _____ Approved ___ Disapproved ___ Date _____

Grant Name _____ Percentage _____ Account #: _____

Grant Manager's Signature _____ Approved ___ Disapproved ___ Date _____

Grant Accountant Signature _____ Approved ___ Disapproved ___ Date _____

Controller or Grants Accountant please forward to the Office of Human Resources

President _____ Date _____ Social Equity _____ Date _____

(President and Social Equity for NEW adjuncts only)