



Adjunct Instructor Employment Requisition

Please submit this form to Human Resources as soon as possible when a new adjunct/part-time instructor is hired. Complete all known information and indicate when information is not yet available. Once this form is received by HR, a new employee packet will be sent out

Department: _____ Cost Center: _____

Supervisor: _____

Employee Name: _____

Employee Address: _____

Employment Details:

Start Date/Term: _____

Salary Determination:
_____ Per Credit _____ Step/Column Placement Needed

Office Location: _____ Office Phone: _____

Assignment: _____

Approval:

Dean Signature Date

Human Resources Information (to be completed by HR)

Unit _____ Job Code _____ PCN _____

New Employee Packet Sent _____ Credential Memo Sent _____

Transcripts Received _____