

Request to Hire Part-Time Instructor

Complete for each new part-time instructor, a part-time instructor teaching a different course, or a part-time instructor returning after at least one (1) year break in service. Complete each academic year for staff teaching. Complete for an exception to pay. *(If circumstances related to the pay rate exception change, the Request to Hire Part-Time Instructor form should be resubmitted to re-establish the appropriate pay rate.)*

Instructor Information:	
Appointment Type:	
A# (If available):	Instructor Name:
Org Code:	Department:
Primary Teaching Location:	Additional Teaching Location:
Effective:	Requested Rate of Pay Per Credit Hour: <i>(Standard Pay Rate: \$750; APSU 1000/PASS: \$1,050)</i> <i>(Standard Pay Rate exceptions: \$1,000; \$1,500; \$2,250)</i>
Courses:	
Required Attachments:	Optional Attachment:
CV: Unofficial Transcript:	Request for an Exception for Faculty Qualifications:

Communication Proficiency
Your signature below certifies that the candidate indicated has the ability to read, speak and understand English adequately, and can communicate effectively in the academic environment, in both written and oral forms of communication or is capable of developing to an appropriate level in a reasonable period of time.

Required Approvals:

Department Chair	Date
Associate Dean	Date
Staff Supervisor <i>(If requesting to hire an APSU staff member)</i>	Date

Pay Exception Requests:
 Chair, please provide justification for increased rate of pay:

Required Approvals:

Dean	Date
Provost/SVPAA	Date

Forward form to Human Resources after all necessary signatures are completed.