

Request to Hire Part-Time Instructor

Instructor Information:

New: Returning (after at least one (1) year break in service): Revision to existing appointment:

Instructor Name:

Department:

Effective:

Requested Rate of Pay Per Credit Hour:

Courses:**Required Attachments (if new instructor):**

CV: Unofficial Transcript: Communication Proficiency Form:

Optional Attachment:

Request for an Exception for Faculty Qualifications:

Required Approvals:

Department Chair

Date

Associate Dean

Date

Dean (If requesting exception for faculty qualifications)

Date

Pay Exception Requests:

Chair, please provide justification for increased rate of pay:

Required Approvals:

Dean

Date

Provost/VPAA

Date

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