



Power for Mind & Soul

ADJUNCT FACULTY REQUEST AND AGREEMENT

Date of Request _____

Department/School _____ Charge to Account No. _____

Information about the teacher:

Teacher's Name & ID # _____

Highest Degree _____

Person has taught for SAU before No Yes Number of Years _____

Person has taught this class before *No Yes

*If this person has not taught the class before, the faculty qualification form must be filled out, and approval **must** be obtained from the Associate VP for Academic Administration **prior to the beginning of the class.**

Time period of request:

Fall Semester _____ (or) Winter Semester _____
Academic Year Academic Year

(or) _____ Summer Session: 1 2 3 Full Summer Semester
Year

(or) If not a full semester or summer session, give exact dates:

Course(s) to be taught:

Course No. Course Title Credit Hours

Course No. Course Title Credit Hours

Course No. Course Title Credit Hours

Total Credit Hours _____

Total Remuneration _____

Conditions of Employment

1. If for any reason you are unable to fully complete the assignment, compensation will be adjusted on a proportional basis based on contract hours.
2. A current resume and an **official** transcript of your undergraduate and graduate credits will be submitted—if not already on file—to the Vice President for Academic Administration.
3. Adjunct instructors are neither voting members of the faculty, nor are they eligible for staff benefits.
4. All members of the teaching faculty are under obligation to become familiar with and abide by the general administrative practices and requirements of the university as found in the *Adjunct Faculty Handbook*, *Faculty Handbook*, and the *University Catalog*. It is also important for teaching faculty to be familiar with regulations relating to student behavior as found in the *Student Handbook*. These and other pertinent publications of the university can be obtained from the department chair/school dean.
5. Earnings will be paid according to the institutional payment schedule in the form of direct deposit to the employee's choice of banking institution. The "Direct Deposit of Payroll" form must be filled out and submitted to Human Resources.
6. The university will schedule payment of earnings after all required documents are in your employee file.

Department Chair/School Dean (sign)

Adjunct Signature

Qualifications Checked by Associate VP for
Academic Administration to Teach above Course(s)

Vice President for Academic Administration (sign)

HR Initials and Payroll Scheduling
