



## New Adjunct Faculty Hiring Approval Form

This form must be submitted for every new adjunct faculty member, or a faculty member who has not taught in a year or more.

Name of Adjunct: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

G-Number: \_\_\_\_\_

Expected Total Workload at Western for semester:

\_\_\_\_\_ Load Hours

### Pre-Hiring Checklist:

- \_\_\_\_ Resume/Vita Attached
- \_\_\_\_ Unofficial Transcripts Attached
- \_\_\_\_ Adjunct notified we will conduct a sexual predator screening
- \_\_\_\_ Pay Level Communicated
  - \_\_\_\_ \$600/load hour (BS)
  - \_\_\_\_ \$700/load hour (Masters)
  - \_\_\_\_ \$800/load Hour (Doctorate)
- \_\_\_\_ If teaching graduate courses, approval must also be obtained by Graduate Council.

Does, or will, this adjunct teach for another MWSU department? If so, please indicate department(s).

1.) Course to be taught: \_\_\_\_\_ Semester(s): \_\_\_\_\_ Year: \_\_\_\_\_

If this adjunct has not taught *this course* before, list qualifications and experience relating to this course here.

2.) Course to be taught: \_\_\_\_\_ Semester(s): \_\_\_\_\_ Year: \_\_\_\_\_

If this adjunct has not taught *this course* before, list qualifications and experience relating to this course here.

**After notification of approval**, new hires must visit Human Resources (Poppellwell 117) to complete pre-employment paperwork.

**Official** transcripts must be sent to the Provost's office directly from the institution before a paycheck will be issued.

### Submission by Chair:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review by Dean:  Approve  Disapprove

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review by Academic Affairs:  Approve  Disapprove

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official transcript received or on file.