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 : _____

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

Course to be Taught: _____ Semester: _____

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

_____

_____

Course to be Taught: _____ Semester: _____

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

_____

_____

New hires must visit HR 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

rev April 2011