



A&S ADJUNCT FACULTY INFORMATION FORM

Instructions: Please complete this form for all **new** and **returning** adjunct faculty teaching in your department each semester. Email or send completed forms to: Shawn Chamberlin, A&S Dean's Office.

DEPARTMENT: \_\_\_\_\_ SEMESTER: Fall, 20\_\_\_\_ / Spring, 20\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Faculty ID: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

HIGHEST ACADEMIC DEGREE AND FIELD\*\*: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

PREVIOUSLY TAUGHT AT UR? YES  NO

COURSES TO BE TAUGHT:

<u>Department</u>	<u>CRN &amp; Course No.</u>	<u>Course Name</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER RESPONSIBILITIES \_\_\_\_\_

VITA: Attached  To Be Forwarded  Previously Forwarded

Official Transcripts: Attached  To Be Forwarded  Previously Forwarded

On-Line Faculty Application: Applicant Completed  Applicant Will Complete

SACS Justification Letter: Attached  To Be Forwarded  Previously Forwarded  N/A

PLEASE NOTE: All faculty must meet SACS regulation requirements. They must have either a master's in their teaching field or a master's in another field and at least 18 hours of master's level work in their teaching field. Faculty with a terminal degree (PhD or MFA) in their teaching field are paid at a higher rate than those with a master's degree. Please complete this form and attach a SACS justification if your applicant does not have a master's or terminal degree in the teaching field, but has experience or expertise that you regard as equivalent.

Department Chair Signature (Required before sending to Dean's Office): \_\_\_\_\_ Date \_\_\_\_\_

A&S Dir. of Financial Planning & Budget Signature (Dean's Office will get this signature): \_\_\_\_\_ Date \_\_\_\_\_

A&S Dean Signature (Dean's Office will get this signature): \_\_\_\_\_ Date \_\_\_\_\_