

*Northeast Alabama Community College*  
**Request for Employment of Special Contract Faculty**

**Instructions:**

Please submit this completed form to the NACC President along with (if appropriate) verification from our SACSCOC Accreditation Liaison (Mrs. Martha Banks) showing that the applicant meets SACSCOC credentialing standards.

**ALL POTENTIAL EMPLOYEES MUST BE APPROVED AND AUTHORIZED BY THE PRESIDENT PRIOR TO EMPLOYMENT.**

**Purpose of Employment:**

Document the need for employing someone for this position. Provide specific details.

**Proposed Salary:**

**Source of Funds:**

Institutional

Federal Grant

Other (specify)

**Consultant or hourly employees:**

How many work hours per week are requested? \_\_\_\_\_

If the salary is paid for consultant or hourly work, what is the hourly pay scale for this position? \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Proposed Date of Employment:** \_\_\_\_\_

\_\_\_\_\_  
Person submitting request

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Appropriate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date