

Northeast Alabama Community College
Request for Employment of Adjunct Personnel

Instructions:

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