



**Northeast Alabama Community College
Request for Letter of Appointment**

Submit this form to request a letter of appointment for an adjunct employee. It must be submitted to the Human Resources Director at least two weeks prior to the first day of work. Please make sure that all information is provided.

ALL LETTERS OF APPOINTMENT MUST BE APPROVED AND AUTHORIZED BY THE PRESIDENT.

Name	
Position	
Begin Date	
End Date	
Weeks in Period	
Charge to (grant, etc.)	
Number of hours per week	
Hourly Rate	
Total Amount to Pay	
Immediate Supervisor	

If this is a letter of appointment for a consultant or instructional services, include the individual's address and Social Security number.

Address	
City, State ZIP	
Social Security Number	

Person submitting request

Date

Approved:

Appropriate Dean/Director

Date

President

Date

Copies: Payroll Clerk
 Employee File