

# Northeast Alabama Community College

## Request for Employment of Adjunct Personnel



### **Instructions:**

Submit this completed form to the Human Resources Director (Mrs. Lynde Mann). If applicable, attach supporting materials as listed in the *Adjunct Application Checklist* or *Special Appointment Faculty Checklist* located on the NACC website. The form and supporting materials will be forwarded by the Human Resources Director to the SACSCOC Accreditation Liaison for a credentials review, if applicable, and then to the appropriate Dean and the President for review.

**NOTE: ALL POTENTIAL EMPLOYEES MUST BE APPROVED AND AUTHORIZED BY THE PRESIDENT PRIOR TO EMPLOYMENT. LETTERS OF APPOINTMENT WILL NOT BE ISSUED WITHOUT THE SIGNED APPROVAL OF THE PRESIDENT.**

### **Name of Potential Employee (if known):**

### **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? \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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### **Approved:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date