



**TEMPORARY APSCUF
REQUISITION & HIRING**

For NEW adjuncts – Please attach Resume/CV,
Transcripts, References if available

**FOR HIRING ADJUNCT
FACULTY ONLY!**

FALL		FALL 1		FALL 2	
SPRING		SPRING 1		SPRING 2	
SUMMER 1		SUMMER 2		OTHER _____	

STEP 1 - POSITION DETAILS

Employee _____ Returning Adjunct? Y ___ N ___

For **new** adjunct, attach application materials for HR follow up.

Full Time _____ ¾ Time _____ ½ Time _____ ¼ Time _____ Other _____

Rank _____ Step _____ Anticipated Start Date _____ Anticipated End Date _____

STEP 2 - DEPARTMENT/DIVISION APPROVAL

Humanities & Communication Arts		Business Administration		Department Vote Attached Y ___ N ___
Natural & Applied Sciences		Education & Leadership Studies		
Social & Behavioral Sciences		Recreation & Leisure Studies		

Department Chair/Manager _____ Approved ___ Disapproved ___ Date _____

Dean /Director/Manager _____ Approved ___ Disapproved ___ Date _____

Provost/Vice President _____ Approved ___ Disapproved ___ Date _____

For Grant Funded positions: Secure Grant Manager's signature before delivering to the Budget Office

STEP 3 - FUNDING APPROVAL

Operating Budget _____ Percentage _____ Account #: _____

Budget Officer's Signature _____ Approved ___ Disapproved ___ Date _____

Grant Name _____ Percentage _____ Account #: _____

Grant Manager's Signature _____ Approved ___ Disapproved ___ Date _____

Vice President of Finance _____ Approved ___ Disapproved ___ Date _____

Office of VP of Finance & Administration will forward to the Office of Human Resources

STEP 4 - OFFICE OF HUMAN RESOURCES

President _____

Date _____

Social Equity _____

Date _____

Control # _____
HR _____