



REQUEST FOR NEW ADJUNCT HIRE

(Also, required if taught previously at MHU but not within the last 12 months)

Please attach copies of current curriculum vitae and graduate transcripts to this request form.

POSITION INFORMATION

Name of Proposed Adjunct

Academic Program

Academic Division

Anticipated Courses/Sections

Below, provide a brief but specific rationale for the request, including the name of the person who previously held this position or the name of the full-time instructor whose release from teaching duties necessitates the adjunct hire, as appropriate.

COMPENSATION

Select one option:

- This instructor will be compensated at the standard rate of \$625 per credit hour taught.
- This instructor will be compensated at the increased rate of \$700 per credit hour taught (terminal degree in the field or specialized experience required).
- This instructor will be compensated at an alternative rate of _____. Justification for this is provided in the space below.

NB: Compensation for courses with fewer than six students enrolled is calculated according to the university's pro-ration policy.

APPROVAL

Position request _____
Department Chair/Program Coordinator Date

Dean's approval _____
Division/School Dean (and AGS Dean for AGS Instruction) Date

Credential Review _____
SACSCOC Liaison Date

Administrative Review _____
Vice President for Academic Affairs Date

BUDGET

BUDGET NUMBER (To be supplied by AGS or Academic Affairs prior to sending to HR) _____

When complete, submit this form to Human Resources to initiate a background check.