

MARS HILL UNIVERSITY

Request to Hire Adjunct Candidate Form

This form is for Adjunct hires only

POSITION INFORMATION

Adjunct First and Last Name

Position Title

Budget Number

Academic Program

Academic Division

Anticipated Courses/Sections ;1st, 2nd, or Full Term; Spring, Summer, Fall

Requested Hire Date

Traditional or AGS

CV MUST be included with this form

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:

The instructor will be compensated at the standard rate of \$625 per credit hour taught.

The instructor will be compensated at the increased rate of \$700 per credit hour taught (terminal degree in the field or specialized experience required).

The instructor will be compensated at an alternative rate of _____ per credit hour taught. Justification for this is provided in the space below.

NB: Compensation for courses with fewer than six students enrolled will be calculated according to the institution-wide pro- ration policy.

APPROVAL

Requestor Signature

Date:

When complete, save and email this form to sramsey@mhu.edu in Human Resources, to initiate a request for an Adjunct