HAMLINE UNIVERSITY

Adjunct Faculty Hiring/Course Assignment Request Form

PART I Employment Information

Please select one: ☐ New or ☐ Returning

Does this position need to be advertised? ☐ Yes ☐ No

College/School: ☐ CLA ☐ HSB ☐ HSE ☐ Law School

Department/ Program: _____ Academic Year: _____

Name: _____ Home Phone: _____

Mailing Address: _____ Social Security or Hamline ID #_____

_____ Does this person have the right to work in the U.S.? ☐ Yes ☐No

(Zip code MUST be included)

Highest Degree: _____ Gender: ☐Male ☐Female

E-mail Address*: _____ **(UPON HIRE ALL PART-TIME FACULTY ARE REQUIRED TO USE A HAMLINE E-MAIL ADDRESS)**

Salary Information

Salary: _____ Will this person need office space? ☐ Yes ☐ No If so, is there a preference? (note: space preference is not guaranteed)

Payments: _____ (Hire)/Start Date: _____

ADDITIONAL COMMENTS:

Account(s): _____ Ending Date: _____

Position Title**:** _____

Rank: ☐ Instructor ☐ Sr. Instructor

Are Transcripts on file? ☐ Yes ☐ No

Has HR been notified to begin Background Check Process? ☐ Yes ☐ No

PART II Approvals

_____ _____

Chair/Director of Department/Program Date

_____ _____

Dean of the College or designee Date
(forward to HR if budget is approved)

_____ _____

Finance Officer as applicable Date
(forward form to HR)

HR OFFICE USE ONLY

- ☐ Employment Letter/New Hire Paperwork Sent
- ☐ Background Check Process Complete
- ☐ Dean's Office Notified
- ☐ Payroll notified
- ☐ Personnel File Created
- ☐ Systems Access
- ☐ Transcripts on file

PART III Course Assignment Information

Course Number, Section, Title and CRN* **ALL information MUST be included*	**Credits**	**Fall**	**HP^**	**Winter**	**HP^**	**Spring**	**HP^**	**Day/Hour (AM or PM)**
Indicate if a lab is a majors or non-majors lab								
_____CRN: _____	____	☐	____	☐	____	☐	____	_____
_____CRN: _____	____	☐	____	☐	____	☐	____	_____
_____CRN: _____	____	☐	____	☐	____	☐	____	_____
_____CRN: _____	____	☐	____	☐	____	☐	____	_____

^Indicate Hamline Plan (HP) designation(s) for each course.

 If Part III is incomplete HR will return form back to chair of the department for completion