

ROUTING SLIP



Hiring of Part-Time Adjunct Faculty

Faculty Name

Department

NOTE: Call Provost Office (x7398) with form questions. The forms are online <http://facultystaff.lamar.edu/academic-affairs/forms/index.html>

I. DEPARTMENT CHAIR

- A) Application for Academic Employment (include applicant's letter & vita) _____
- B) F3.2 - Personnel Budget Action Form _____
- C) Documentation of Qualifications (online) _____
- D) Official Transcripts _____
- E) Letters of Recommendation (3) _____
- F) Faculty PIN Form (online) _____
- G) English Language Proficiency form (online) _____

If hiring at less than 50% FTE, also complete the Human Resources forms below (Items H-L).

- H) Personal Information Form _____
- I) Employment Eligibility Verification (Instructions and Form) _____
- J) W-4 _____
- K) Selective Service System Registration Verification (Instructions and Form) _____
- L) Receipt of Information (Form +2 pages) _____

COMMENTS: _____

SIGNATURE: _____

DATEOUT: _____

II. DEAN

- A) Documents Checked _____
- B) F3.2 Signed _____

COMMENTS: _____

SIGNATURE: _____

DATE OUT: _____

III. PROVOST & VPAA

- A) Documents Checked _____
- B) F3.2 Signed _____
- C) Packet sent to Human Resources _____
- D) Documentation of Qualifications to SACS _____

COMMENTS: _____

SIGNATURE: _____

DATEOUT: _____

Packet sent to Human Resources _____

If hiring above 49% FTE< the person is benefits eligible.
Part-Time faculty, Adjuncts, do not receive a contract.
Non-Tenurial, special academic titles are: Adjunct...; Visiting ...; Artist in Residence; Clinical (...) of Education; Clinical Instructor; Lecturer; Instructor; Adjunct Research Professor; Post-Doctoral Fellow; Research Associate (see *Faculty Handbook*).

May 2014/st Provost

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