

# STAFF ADJUNCT REQUEST\*



\*Must be approved two weeks prior to the start of the class

**Chair/Lead Faculty:** Please complete to the top portion, sign off, and give to the staff member to complete. Please note when making staffing determination the college pays additional compensation (on average \$1,000) to have a staff member teach a class.

**Staff:** Please complete the detailed statement, obtain the needed signatures, and promptly return to Human Resources.

<b>Staff:</b> FIRST MIDDLE LAST		<b>Department:</b>	
<b>Semester:</b>		<b>Number of Credit Hours:</b>	
<b>Discipline:</b> <input type="checkbox"/> BUS <input type="checkbox"/> CIS <input type="checkbox"/> AFT <input type="checkbox"/> THR <input type="checkbox"/> FYS <input type="checkbox"/> Other:		<b>Anticipated hours per week*:</b> *includes prep time, class time, grading, etc. <b>Web-time Supervisor (Chair, or Lead Faculty):</b> <b>Back-up Supervisor:</b>	
<b>Class Assignment(s):</b>	<b>Start Date:</b>	<b>End Date:</b>	
<b>Class Start Time:</b>	<b>Class End Time:</b>	<b>Day(s) of the Week:</b>	
<b>Detailed Statement - (to be completed by the staff member) Provide a detailed statement addressing how you feel this will benefit yourself and JCC:</b>			
<b>HR USE ONLY</b>			
<input type="checkbox"/> Position Built <input type="checkbox"/> Administrative Assistant Notified <input type="checkbox"/> Transcripts <input type="checkbox"/> Contract Issued Estimated Cost: _____			

I understand that all work related to the class assignments I receive will be done outside of my normal work hours.

\_\_\_\_\_  
 Staff Date

*I understand that assigning a staff member to a class will incur an additional cost to my department.*

\_\_\_\_\_  
 Chair/Lead Faculty Date

**I am aware of the above named staff member's classroom assignment, and support them in being considered for a teaching assignment.**

\_\_\_\_\_  
 Supervisor Date

\_\_\_\_\_  
 Director of Human Resources Date