



ADJUNCT FACULTY  
INTENT TO HIRE  
(NEW HIRE)

\_\_\_\_\_, \_\_\_\_\_ is to be hired as an  
(Full Name) (SSN)

Adjunct instructor to teach in the \_\_\_\_\_ department

during the Fall/ Spring/ SSI/ SSII/ SSIII/ Mini-mester semester \_\_\_\_\_. He/she  
(Circle One) (Year)

will be located at the \_\_\_\_\_ campus. The prospective employee has been advised that he/she is required to report to the Office of Human Resources to complete new-hire paperwork **before** the first class day. According to board policy #4152, the Office of Human Resources must also receive official transcripts **prior** to the start of his/her work assignment.

Course assigned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Program Chair) (Date)

\_\_\_\_\_  
(Division Dean) (Date)

Please fax or inter-campus mail this completed form. Before sending the prospective employee to fill out new-hire paperwork, a credential review form must be signed by both the Program Chair and Division Dean, the three work reference checks must be submitted. The Office of Human Resources must receive the request documents BEFORE an employee will be authorized to work.