



Office of Human Resources

2501 W. Pecan Blvd. McAllen, Texas 78501-7374 Tel: 956-872-4448 Fax: 956-872-4445

ADJUNCT/ DUAL ENROLLMENT INTENT TO RE-HIRE

_____ SS# _____ is to be hired as an (Full name)

Adjunct/Dual Enrollment instructor to teach in the _____ department during the (circle one)

Fall /Spring /SSI /SSII / SSIII semester _____ (circle one) (year)

Mr./ Ms. _____ has been advised that if he/she has not taught at STC in the past 12 months, he/she is required to stop by HR to update any personnel documents for the coming semester.

Courses assigned: _____

_____ (Program Chair)

_____ (Date)

_____ (Division Dean)

_____ (Date)

Please fax or inter-campus mail this completed form. The Office of Human Resources must receive the requested document BEFORE an employee will be authorized to work.