SOUTH TEXAS COLLEGE

Office of Human Resources ● PO Box 9701, McAllen TX, 78502 ● Phone: (956) 872-4448 ● Fax: (956) 872-4445

INTENT TO HIRE
ADJUNCT/DUAL CREDIT FACULTY

☐ ADJUNCT ☐ DUAL CREDIT

_____, _____ is to teach
Full Name SSN/A#

in the _____ Department during the

(Select ONE):
☐ **Fall/Spring** ☐ **Fall** ☐ **Spring** ☐ **Summer I** ☐ **Summer II** ☐ **Summer III** ☐ **Mini-mester**

with an Assignment Start date _____, and End date _____.

Faculty member will be located at the _____ campus/ISD.

The prospective employee has been advised to report to the Office of Human Resources to complete new-hire paperwork ***before*** the first day of class. According to board policy #4152, the Office of Human Resources must also receive official transcripts ***prior*** to the first day of employment.

The following documents must be submitted to the Office of Human Resources: Credential Review form, Primary Spoken Language, and three work reference checks (one supervisor).

Course(s) Assigned: _____

_____

_____

_____ _____
Program Chair Date

_____ _____
Division Dean Date

The applicant must complete the clearing process with the Office of Human Resources BEFORE being authorized to work. Please inter-campus mail this completed form and additional documents to the Office of Human Resources.