

INTENT TO RE-HIRE ADJUNCT/DUAL CREDIT FACULTY

 ADJUNCT DUAL CREDIT

_____ is to teach
Full Name / 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.

This form is used when an instructor is returning in the same discipline within one calendar year. If the individual has not taught at STC in the past 6 months, the instructor is required to update personnel documents for the assigned semester with the Office of Human Resources. If the individual has not taught at STC in the past 12 months, an Intent to Hire form and additional paperwork is required.

Course(s) Assigned: _____

Program Chair

Date

Division Dean

Date

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