

## Request for Adjunct Contract Form

### Process

- To be completed by **staff** members seeking to teach a Tusculum College course via adjunct contract. Staff members may teach no more than **three** adjunct courses per academic or fiscal year
- To be completed **after** a course justification form has been approved for the applicant.
- Once completed by the applicant, the form is to be forwarded to the direct supervisor for approval to be followed by the appropriate Vice President. Approvals are forwarded for filing in the Provost's office

### Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Course Title and Number: \_\_\_\_\_

Class meeting schedule: \_\_\_\_\_

Note: include both days of the week and meeting times

This request is for which of the three possible adjunct contracts for this academic/fiscal year?

\_\_\_\_\_ first          \_\_\_\_\_ second          \_\_\_\_\_ third

Approvals:

Immediate Supervisor

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Vice President

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)