

# REQUEST TO AUTHORIZE ADJUNCT CREDITS

Please send the completed form to the Deans Suite email: [DeansSuiteForms@bemidjistate.edu](mailto:DeansSuiteForms@bemidjistate.edu)

**Complete this form per adjunct request for approval before the semester course schedules are finalized.** Offers of adjunct employment must come from the Deans' office to HR.

Date of Request \_\_\_\_\_ College \_\_\_\_\_ Department \_\_\_\_\_

Name of Adjunct Faculty Member \_\_\_\_\_

Number of credits requested: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Academic Year \_\_\_\_\_ Program/CC number: \_\_\_\_\_ New: \_\_\_\_\_ Returning: \_\_\_\_\_

Course(s) to be taught: \_\_\_\_\_

Rationale for adjunct faculty assignment, select one, *and explain on the line below*:

1. To meet temporary staffing needs due to enrollment increases.
2. To meet temporary staffing needs when faculty are reassigned to other duties or on sabbatical or other leaves.[Identify the reassigned faculty member in the explanation below.]
3. To teach courses that require special expertise or meet special programmatic needs that cannot otherwise be provided by the department's faculty.

Explanation: \_\_\_\_\_

By checking this box, the chair affirms that this adjunct teaching assignment was offered as overload prior to being offered to adjunct faculty.

By checking this box, the chair is sending the CV/Resume and unofficial transcripts along with this form to the Dean's office, as needed for a new hire.

Submitted by: \_\_\_\_\_

Chairperson

Date

Dean's Section

I agree with the contractual explanation for this hire and approve this adjunct appointment.

I also affirm that this adjunct teaching assignment was offered as overload prior to being offered to adjunct faculty.

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

**NOTE: All Overload assignments must be acceptable to the faculty member and approved by the president's designee. See the IFO/MnSCU Master Agreement, Article 12.A. Adjunct appointments are subject to the conditions outlined in Article 21.E.3 and must be authorized by the president's designee as well.**

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