

**ALVIN COMMUNITY COLLEGE**

**ADJUNCT FACULTY  
EMPLOYMENT AUTHORIZATION**

Completion of this form, by the Department/Division Chair (DC/DVC), serves as notification of departmental employment authorization. For effective records management and accurate payroll processing, the Human Resources Office must be notified of new adjunct faculty as soon as possible; prior to the beginning of the semester in which the faculty member begin his/her teaching assignment. Application forms should be reviewed by the DC/DVC and forwarded to HR along with the authorization form. Applications received in HR without the Employment Authorization form may result in a delay of payment for the new hire. Notification of reduction in hours, resignations, and terminations of adjunct faculty should be reported to HR using the Adjunct Faculty Employment Status Change Form.

**EMPLOYMENT ACTION:**

NEW HIRE

RE-HIRE (if the candidate has not taught in the last 18 months)

**EMPLOYEE INFORMATION:**

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ D.O.B. \_\_\_\_\_

HOME PHONE \_\_\_\_\_ - \_\_\_\_\_ ALT PHONE/PAGER \_\_\_\_\_ - \_\_\_\_\_

WORK PHONE \_\_\_\_\_ - \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

E-MAIL \_\_\_\_\_

**NEW HIRE QUALIFICATIONS:**

The Southern Association of Colleges and Schools (SACS) requires that Alvin Community College have official copies of transcripts. Transcripts must support SACS criteria for instructor in each specified teaching discipline. Instructors in Technical Programs should check with the Department Chair to verify if transcripts are required for the specific program; copies of certifications should be provided; written departmental justifications and verification letters from current full time employers summarizing related experience/expertise are necessary.

HIGHEST DEGREE HELD: \_\_\_\_\_

COURSE RUBRICS USED IN MAKING THIS  
HIRING RECOMMENDATION:

INSTITUTION AWARDED DEGREE: \_\_\_\_\_

OTHER RELATED COURSE WORK: \_\_\_\_\_

TEACHING DISCIPLINE(S) \_\_\_\_\_

NUMBER OF CREDIT HOURS IN: Discipline 1: \_\_\_\_\_

Discipline 2: \_\_\_\_\_

CERTIFICATIONS:  
(Technical Programs Faculty) \_\_\_\_\_

**PAYROLL INFORMATION:**

EMPLOYMENT TYPE:  NEW PERSONNEL  REPLACEMENT  NEW POSITION (due to increased enrollment)

IF REPLACEMENT PERSONNEL, SPECIFY INDIVIDUAL BEING REPLACED: \_\_\_\_\_

ACADEMIC DEPARTMENT: \_\_\_\_\_

EFFECTIVE START DATE: \_\_\_\_\_

PAY METHOD:  STIPEND / PER CALC SHEET\*  HOURLY / PER TIME CARD \$ \_\_\_\_\_ HOUR

GL ACCOUNT #: \_\_\_\_\_

\*RATE OF PAY / SALARY CALCULATION TO BE SUBMITTED BY THE DEPARTMENT / DIVISION CHAIR AT THE BEGINNING OF EACH SEMESTER ON SALARY COMPUTATION SHEETS. INFORMATION SUBMITTED SHOULD INCLUDE ANY CHANGE IN FUNDING SOURCE(S); ALSO INCLUDE ANY HOURLY PAY RATE AND FUNDING SOURCE(S) CHANGE(S).

**APPLICATION REVIEWED AND SUBMITTED BY:**

Department / Division Chair \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED:**

Dean – Academic Programs / Technical Programs \_\_\_\_\_

Date \_\_\_\_\_

Dean of Instruction / Provost \_\_\_\_\_

Date \_\_\_\_\_

Director of Human Resources \_\_\_\_\_

Date \_\_\_\_\_