

**COWLEY COLLEGE  
ADJUNCT REQUEST TO FILL / POST  
FORM**

Adjunct Opening: \_\_\_\_\_

Requested By: \_\_\_\_\_

Department: \_\_\_\_\_

Degree Requirement:       Associate     Bachelor     Master

Other Qualifications: \_\_\_\_\_

Courses to be taught: \_\_\_\_\_

Location:       Ark City       Mulvane       Winfield       Wellington

Type:       Face to Face       Online       Hybrid

Requested Start Date: \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Where to Post (check all that apply):

Newspaper (list which ones): \_\_\_\_\_

Online (list sites): \_\_\_\_\_

Other: \_\_\_\_\_

**Approvals:**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Director of HR: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Finance and Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to Human Resources once completed.