

COWLEY COLLEGE
APPROVAL FOR HIRING ADJUNCT OR PART-TIME INSTRUCTORS

I recommend _____ be considered for employment as an adjunct instructor
for the following courses:

DATE: _____

CAMPUS LOCATION(S): _____

START DATE: _____

RATE PER CR HR: _____ CLASSIFICATION: _____

Attachments required:

HLC Hiring Qualified Faculty Documentation Form

Completed employment application with signature and date

Copy of transcript

Copy of resume

I approve this recommendation ☐

I disapprove this recommendation ☐

DEPARTMENT CHAIR

DATE

I approve this recommendation ☐

I disapprove this recommendation ☐

VICE PRESIDENT, ACADEMIC AFFAIRS

DATE

This section to be completed by Executive Vice President of Finance & Administration:

General ledger account for salary expense _____

General ledger account for Social Security (if applicable) _____

SIGNATURE

DATE

Human Resources Use Only:

- | | | | |
|--|---|---|---|
| ☐ Background Check | ☐ Offer Made | ☐ Employee # Assigned in J1 | ☐ IT Notified for email/access |
| ☐ I9/New Hire email to candidate | ☐ Pre-arrival/Post-Arrival sent o Hiring Manager | ☐ Send Employment Info Resources Form to Hiring Mngr | |
| ☐ Paycom Onboarding Checklist to employee | ☐ Give Gold Sheet to Clerk | | |

HR Director Signature _____