

Adjunct instructor Recruitment Request Form

(This form should be used for Job Codes 0700, 0703, 0710, 0770)

Name of person completing form: _____ Phone Ext. _____

Org Dept & Department ID:

Chartstring(s):

Applicant Reviewers:

Department Summary AND Anticipated Courses / Work Assignment (need not be all inclusive):

Minimum Requirements (cannot be edited once drafted by Academic Resources):

Preferred Qualifications (i.e. regarding areas of expertise, academic credentials, teaching experience, etc.):

Please check any question(s) you would like to include:

- Of the courses listed, which are you interested in teaching?
- Describe your related teaching/and or research experience and expertise.
- Which semester(s) do you wish to be considered for? Fall, Spring, Summer, or Combination?
- How many courses do you wish to teach? One, two, three or more?
- What is your schedule availability? Days/Nights; Days of the Week; Location (e.g. Frisco, online courses, etc.)

Additional questions you would like to include if any:

Department head Signature

Date