## **Concordia College**

## **Request for Part-Time Adjunct or Faculty Overload Assignment**

When making a job offer to a new employee, you must inform them that the offer is contingent upon successful completion of a criminal background check.

Concordia's policies state that **new employees will not be allowed to work until their I-9 is on file in human resources.** Returning adjunct employees may be asked to complete new paperwork for payroll and human resources, including a background check and I-9. The Higher Learning Commission requires that we have an **official transcript of the highest degree completed** for anyone who teaches, including adjunct employees.

Acade	mic Year	(use	emester for each semester)			First Work Day - Last Work Day (leave blank if assignment is for full semester)				
		C Fall	C Sp	oring	Sum	nmer				
Appointment Type Adjunct Face			culty Overload Clinical Assis			tant Music Lessons			Student Teacher Supervisor	
Years Teaching at Concordia* (if known)				lew Hire © 0-5 years			C 6-10 years			11 or more years
Name				Email (required for background c			heck)	Highest Degree Completed*		Department
Address				City, State, Zip						Phone
Use this section to specify the reason for hiring. Be Specific - provide the name of the grant, who is on leave, re time for department chair, etc. Enter the corresponding letter (A-F) in the 'RC' (reason code) column in the next										
A. Enrollment										
В.	Grant Rea	ssigned Time								
C.	Medical Le	eave Replacem								
D. Reassigned Time - Other										
E. Sabbatical Replacement										
F.	Vacant Po	sition (failed sea	rch, etc.)							
										Office Use Only
RC Course Course Number			Course Title or Assignme		CRN	Course Credit*	FTE	Salary		FOAP
										_
Return		d form to the								ue of the assignment nts will be processed
Departn	nent Chair		Date			Division Chair or Dean Date				