Adjunct Hiring Checklist and Approval Form

Applicant Name			Division		
Review of Application	Materials:	(please check	all that apply	; attach	to form)
Cover Letter I	Resume _	Transcripts	(circle): offic	cial or	unofficial
Certification (if appli	cable):				
Will this applicant need I	icensure to	teach dual enro	ollment course	∋s? Y	′es No
— Holds a current Mo Subject(s):					
Appropriate degre applicable Program			n Board of Re	gents po	olicy and
Materials reviewed by:	 Division D	irector Signatur		D	ate
Interview and Referent (must be conducted with			ntation to this	form)	
Interviewed by:	Signature			D	ate
	Signature			D	ate
References checked by:	Signature			Date	
	Signature			D	ate
Recommendation to H	ire:	_YESN	10		
 Applicant meets real a separate form of Applicant meets real file for future need Applicant meets real file for future need Applicant meets real file for future need file for future nee	r on the bac equirements is. (return	ck of this sheet; s but we are not to HR for notific	return to HR t hiring at this cation)	for noti s time; p	fication)
Semester/Date & Year: _		Course(s):		
	Division D	irector Signatur	e	D	ate
Approved for Hire:					
YES NO	Associate	Dean/CAO Sign	ature	D	ate

Route to Human Resources to notify and copy Division and Payroll of hiring status