STETSON UNIVERSITY

ADJUNCT STATUS REQUEST FOR STAFF MEMBER

This form should be used for all Stetson University staff who will be teaching on top of their regular assigned duties. Staff adjuncts should consult with their supervisor regarding plans to compensate for missed working hours, either by using accrued vacation time or by working beyond assigned hours as noted below in Part 2. **The completed form must be submitted to the Office of Academic Affairs prior to contracting.**

Staff Adjunct: _____ ID#: _____

PART 1: TO BE COMPLETED BY THE ACADEMIC DEPARTMENT CHAIR

TO: _____ _____
Name of Staff Adjunct's Supervisor *Staff Adjunct's Department*

FROM: _____ _____
Department Chair *Department*

I am requesting _____ to teach during the fall/spring/summer semester of 20_____.
(circle appropriate semester)

Course #/Section:		Course Days & Times:		Total hours/week:	
Course Title:					
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Course Title:					
Course #/Section:		Course Days & Times:		Total hours/week:	
Course Title:					
				Total number of hours to compensate:_____	

PART 2: TO BE COMPLETED BY THE STAFF ADJUNCT

I will make up hours missed by:

___ Using vacation time:	Total number accrued vacation hours on record: _____ Total number vacation hours to be deducted: _____
___ Working beyond assigned office hours:	Days/hours to be worked: _____ _____

Staff Adjunct's Signature: _____ **Date:** _____

PART 3: TO BE COMPLETED BY THE STAFF ADJUNCT'S SUPERVISOR AND DIVISION VICE PRESIDENT

_____ Approved I have determined this staff adjunct assignment will be performed during normal working hours. Therefore, alternative arrangements have been made to either make up the time or charge to vacation leave.

_____ Disapproved

Supervisor's Signature: _____ **Date:** _____

Division VP's Signature: _____ **Date:** _____