

Adjunct Teaching Exception Request and Authorization Form

In the rare event of high enrollment or emergency staffing situations, this form must be completed by the Associate Dean **and approved before an adjunct faculty member is authorized to teach beyond the established maximum of 12 equated hours** in a Fall or Winter semester or 6 equated hours in a Spring or Summer semester. ****Form must be reviewed by HR prior to submitting for final approvals.***

To be initiated by AD:			
Employee ID:	Employee name:		
Division:			
Indicate load requested:	Winter:	Spring:	Summer:
Fall:			
Rationale for Request:			
AD to submit to HR for budget data. HR to complete budget data and attach ACA hour estimate chart.			
Budget implications of this staffing request Additional Compensation (differential between Adjunct and One Semester appt): Potential additional benefit costs: Additional employer paid taxes and MPSERS contributions.			
Human Resources Office Review _____ Date: _____			
AD to route for signatures: <i>All signatures required for One Semester Appointment requests.</i> <i>*Only AD and DTL signatures required for request of AJ's teaching 13-14 equated hours</i>			
*Associate Dean Approval _____ Date: _____			
Academic Budget Approval _____ Date: _____			
*Dean of Teaching & Learning Approval _____ Date: _____			
Vice President of Instruction and Learning Services Approval _____ Date: _____			
Vice President of Finance Approval _____ Date: _____			
Director of Human Resources Approval _____ Date: _____			