

**William Carey University  
Adjunct Faculty Approval Form**

NOTE: This form documents the approval process for new instructors. The completed form becomes an enclosure in the instructor's official file.

Prospective Faculty Member's Name \_\_\_\_\_

Contact Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This prospect is being considered for teaching the following courses:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

... beginning in the term \_\_\_\_\_

... on the campus: \_\_\_\_\_.

**Degree** \_\_\_\_\_

**Major or Field of Study** \_\_\_\_\_

If the degree and field of study are not a clear match for the courses to be taught, list the graduate courses that should be considered as appropriate qualification.

**APPROVED GRADUATE HOURS (18 minimum required in area of instruction)**

University	Course	Date Completed	Grad Hrs
<b>Total Approved Graduate Hours</b>			

Indicate any other qualifications (e.g., expertise in the teaching area, work experience) that should be considered.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documents Submitted**

- |   |  |
|---|--|
| <input type="checkbox"/> Application    | <input type="checkbox"/> Report of Reference Check                                 |
| <input type="checkbox"/> Transcript/s   | <input type="checkbox"/> Recommendation to Hire (not required for adjunct faculty) |
| <input type="checkbox"/> Vita or Resume |  |

Department Chair's Signature \_\_\_\_\_ date \_\_\_\_\_

- Approved for Undergraduate Instruction
- Approved for Graduate Instruction
- Not approved

Comments: \_\_\_\_\_

Campus Administrator's Signature \_\_\_\_\_ date \_\_\_\_\_  
(Coast and New Orleans campuses only)

- Approved for Undergraduate Instruction
- Approved for Graduate Instruction
- Not approved

Dean's Signature \_\_\_\_\_ date \_\_\_\_\_

- Approved for Undergraduate Instruction
- Approved for Graduate Instruction
- Not approved

Comments: \_\_\_\_\_

VPAA's Signature \_\_\_\_\_ date \_\_\_\_\_

- Approved for Undergraduate Instruction
- Approved for Graduate Instruction
- Not approved

Comments \_\_\_\_\_