



ADJUNCT FACULTY REQUISITION

NO POSITION WILL BE FILLED AND NO COMMITMENT MAY BE MADE TO ANY CURRENT OR PROSPECTIVE EMPLOYEE UNTIL HUMAN RESOURCES NOTIFIES THE SUPERVISOR OF APPROVAL

TO: Human Resources Office

FROM:

DIVISION:

Employee Name:

ID# only:

*Do not put Social Security number above

New Employee

Current Employee

Former-Last employment date:

HIRE

Estimated start date:

***Contingent upon successful background completion.**

Please indicate the work modality for the new employee:

If the position is fully remote, please indicate the state where the adjunct faculty member will physically perform their work.
This is needed to determine appropriate payroll and tax requirements.

State:

Position title:

***Position title MUST match signed and approved Job Description on file.**

Course Approval:

**Please list the specific course(s) the candidate is approved to teach based on your review of their credentials and qualifications.*

COMPLETE 15-digit budget code:

%

Additional budget code:

%

Additional budget code:

%

Supervisor verified that the budget code is correct and that funds are available in budget code.

Job description attached

Supervisor Signature

Date

Alternate Supervisor Signature

Date

Supervisor Print Name

Alternate Supervisor Print Name

College Officer Signature (or designee)

Date

CHRO/HR Representative Signature

Date

☐ TO BE COMPLETED WITH HR

ACTUAL start date (completed/approved by HR):

Work Location Confirmation:

Date

Arizona

Outside of Arizona (out-of-state) - Specify state:

Applicant has accepted the position and completed all new hire paperwork.

Applicant Signature

Date