



**ADJUNCT FACULTY RECOMMENDATION**

Name \_\_\_\_\_ ID # \_\_\_\_\_

**Comments:**

**Credentials Required for Initial Appointment**

- Initial Appointment       Reactivation
- Current Resume
- Unofficial Transcript (Official transcript required within 90 days of hire)
- Reference Check Documentation
- SCCC Application (The SCCC Application will be attached once form is sent to HR for approval)

Change in Level                       Change in Teaching                       Delhi Instructor

Teaching Field(s) \_\_\_\_\_ Beginning Term \_\_\_\_\_

Compensation Level \_\_\_\_\_ at \$ \_\_\_\_\_ per teaching credit hour

Is the employee currently employed by SCCC?  Yes       No

If yes, \_\_\_\_\_

Title	Department	Hours
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Department Chair: \_\_\_\_\_

(Signature – all courses)	(Department)	(Date)
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Vice President of Academic Affairs \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director for Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

President \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: Department Chair, Vice President of Academic Affairs, Human Resources, Payroll