

Internal Adjunct Schedule Approval Form

Employee: _____
 Type (Class./Prof.) _____

Department: _____
 Semester/Year: _____

Semester

Activity	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			TOTALS
	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	
Teaching Hours																						
Regular Job Hours																						

NOTE: Adjunct teaching activities should not be done during the work hours of your regular job. That includes grading, checking emails, lesson preparation, etc. Teaching as an adjunct instructor is a separate contract and provides compensation for teaching activities during time outside of your regular job. **My signature below affirms that I am aware of this and will keep teaching activities separate from my regular job.**

Comments:

Employee Date

Approval: _____
Employee Supervisor Date

Executive Director of Instruction Date

Route completed form with all signatures to Human Resources for inclusion in personnel file.
 This form should be completed before an employee will be attached to classes.