

**Adjunct Instructor Information Sheet**

*(Applicant, please fill out this section and forward to Department Chair. All paperwork is due before teaching begins.)*

Date: Click here to enter a date. For Semester: Choose an item. Year: Click here to enter text.

School: Choose an item.  
Instructional Department/Division: Agriculture   
Title: Choose an item. Name: Click here to enter text.  
Address: Click here to enter text.  
City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Home Phone: Click here to enter text. Cell Phone: Click here to enter text.  
Email Address: Click here to enter text.   
Emergency Contact: Name and Phone Number

**Check Sheet**

***(to be completed by appropriate Department/Division Chair)***

Approval by department or division chair

Approval by Dean of Faculty

**Human Resources**

Chair should:

1. Send an email to [vdscoggins@nwosu.edu](mailto:vdscoggins@nwosu.edu) and cc: [clellis@nwosu.edu](mailto:clellis@nwosu.edu) with the applicant’s name and email address

2. let the applicant know that they will be receiving an email from [customerservice@choicescreening.com](mailto:customerservice@choicescreening.com) with subject line as NWOSU Background Screening Invite - Action Required.   The email will inform them what they will need to do.

Applicant should:

Submit payroll paperwork to Human Resources (Herod Hall, Room 102).

**Dean’s Office**

*Submit the following items to Angelia Case in RH 211:*

Resume

Faculty Qualifications Policy Checklist with transcript

Professional Staff Information Sheet – *new adjunct should* *email this directly to Angelia Case at* [*arcase@nwosu.edu*](mailto:arcase@nwosu.edu?subject=Professional%20Staff%20Information%20Sheet)

*\*\* Please note\*\* A Professional Service Contract will be created and sent to adjunct instructors for signatures at a later date.*