



ADJUNCT AGREEMENT ISSUANCE CHECKLIST

To be emailed to Academic Affairs Assistant with Adjunct Agreement Issuance Requests

- Date
- Original Submission
- Updated from Original
- Page(s)
- Adjunct's Name
- Adjunct's Title
- Course Prefix & Number
- Course Section
- Course Name
- Payment for Course (Undergraduate | Graduate | Lab | (x) Hour)
- Payment for Page
- Full Amount (all pages) this term
- Enrollment
- Budget Account Name
- Account Number (Undergraduate | Graduate | Lab | (x) Hour)

Dean's Approval Signature

Date