

**East Texas Baptist University**

**--Please TYPE All Blank Sections--**

**REQUEST FOR ISSUANCE OF ADJUNCT AGREEMENT**

**Date:** \_\_\_\_\_ **Original Submission**      **Updated from Original**

**To: Academic Affairs**

**From:** \_\_\_\_\_, **Dean, School of** \_\_\_\_\_

**General Adjunct Information**

Adjunct's Last Name: \_\_\_\_\_

Adjunct's First Name: \_\_\_\_\_

Check One:      Dr.      Mr.      Ms.

Taught at ETBU Previously?      No      Yes, as Adjunct      Yes, as FT Faculty

**Information on Upcoming Teaching Assignment(s):**

Department: \_\_\_\_\_

School: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Term:

Course Prefix and Number: \_\_\_\_\_

Course Section: \_\_\_\_\_

Full Course Name: \_\_\_\_\_

Classroom Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Days and Hours of Course: \_\_\_\_\_

Payment for this Course: \$ \_\_\_\_\_

Course Prefix and Number: \_\_\_\_\_

Course Section: \_\_\_\_\_

Full Course Name: \_\_\_\_\_

Classroom Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Days and Hours of Course: \_\_\_\_\_

Payment for this Course: \$ \_\_\_\_\_

Course Prefix and Number: \_\_\_\_\_

Course Section: \_\_\_\_\_

Full Course Name: \_\_\_\_\_

Classroom Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Days and Hours of Course: \_\_\_\_\_

Payment for this Course: \$ \_\_\_\_\_

Full Amount to be Paid this Semester: \$ \_\_\_\_\_

Budget Account Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Special Provisions (if any): \_\_\_\_\_

Approval by Provost: \_\_\_\_\_

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

*Signature*

Date Agreement Issued: \_\_\_\_\_

Date Agreement Returned: \_\_\_\_\_