



## **ADJUNCT AGREEMENT ISSUANCE REQUEST**

(To be emailed to Academic Affairs Assistant)

**Date:**  **Original Submission**  **Updated from Original**

**Dean:**  **School:**

**Form filled out by:**  **Page(s):**

### **ADJUNCT INFORMATION**

**Title:**  **Last Name:**  **First Name:**

**Taught at ETBU previously:**  **Position:**

### **INFORMATION ON UPCOMING TEACHING ASSIGNMENT(S)**

**Department:**

**Academic Year:**  **Term:**

**Course Prefix & Number:**  **Course Section:**

**Full Course Name:**

**Classroom Building:**  **Room Number:**

**Days and Hours of Course:**

**Payment for this Course:**  **Current Enrollment:**

**Special Provisions (if any):**

**Course Prefix & Number:**  **Course Section:**

**Full Course Name:**

**Classroom Building:**  **Room Number:**

**Days and Hours of Course:**

**Payment for this Course:**  **Current Enrollment:**

**Special Provisions (if any):**

### **PAYMENT**

**Total amount for this page:**  **Full amount (all pages) this Term:**

**Budget Account Name:**  **Account No.**

### **FOR ACADEMIC AFFAIRS OFFICE USE ONLY:**

**Dean Approval Signature:**  **Date:**

**Provost Approval Signature:**  **Date:**

**Entered into Excel Spreadsheet**  **Date:**