



EAST TEXAS BAPTIST  
UNIVERSITY

**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:**

**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:**

**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:** \_\_\_\_\_