**Undergraduate Faculty Adjunct Request Form**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requesting to be hired for Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total number of 3 and 4 cr. courses taught by the department this semester \_\_\_\_\_\_\_\_\_\_\_**

**Total number of 3 and 4 cr. courses taught by Adjuncts this semester \_\_\_\_\_\_\_\_\_**

Please fill in this form each semester when requesting Undergraduate Faculty adjunct positions for your department. Please send a copy of the completed form to your appropriate Dean and a copy to Carla McGrath.

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| **Adjunct Faculty Name** | **Replacement for…** | **CRN** | **Course Prefix, Number & Section** | **Course Name** | **Faculty Workload credits\*** |
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\* please put in the number of credits the adjunct faculty will be getting to teach the particular course. Most of the time, this will be 3 credits, but labs and practicums may vary from this. (consult the MSCA contract for information about workload related to Practicums, Internships, Field Work or Supervision)

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_