

## Checklist for Adjunct

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

(Complete top portion only and return to Terri Butterfield, Exec. Asst. to Provost)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (other)

May your phone no. be given out? \_\_\_ Yes \_\_\_ No E-mail Address: \_\_\_\_\_  
(not OVU)

Times on campus (for class or other): \_\_\_\_\_

Best time to contact you at home: \_\_\_\_\_

Highest degree held: \_\_\_ Doct. \$500/hr. \_\_\_ Masters+30 \$450/hr. \_\_\_ Masters \$400/hr. \_\_\_ Bachelors \$350/hr.

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### Documents Required:

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|---|-----------|----------|
| 1. Signed Letter of Agreement Received in <b>Provost</b> Office   | _____ Yes | _____ No |
| 2. Sent Official Transcript(s) for subject area to <b>Provost</b> Office  | _____ Yes | _____ No |
| 3. Sent up-to-date Resume (with all contact information, education institution, dates of degrees awarded, professional experience, professional development awards, publications) to <b>Provost</b> | _____ Yes | _____ No |
| 4. Participated in <b>Adjunct Orientation</b>   | _____ Yes | _____ No |
| 5. Posted Syllabus to SAKAI ( <b>within two weeks of first class meeting.</b> )   | _____ Yes | _____ No |