

# Checklist for Adjunct

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

(Complete top portion only and return to Terri Butterfield, Ex. Asst. VPAA)

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:

1. Signed Letter of Agreement Received in **VPAA** office \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Sent **Official transcript(s)** for subject area to **VPAA** office \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Sent up-to-date **Resume** (with all contact information, education institution, dates of degrees awarded, prof. experience, professional development awards, publications) to **VPAA** \_\_\_\_\_ Yes \_\_\_\_\_ No
4. New person participated in **Adjunct Orientation** \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Payroll documents completed and sent to **Payroll** \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Posted Syllabus to **SAKAI (with two weeks of first class meeting)** \_\_\_\_\_ Yes \_\_\_\_\_ No

10.6.2015