

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.

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