

# Internal Adjunct Schedule Approval Form

Employee: \_\_\_\_\_  
 Type (Class./Prof.) \_\_\_\_\_

Department: \_\_\_\_\_  
 Semester/Year: \_\_\_\_\_

## Semester

Activity	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			TOTALS
	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	Begin	End	Hrs	
<b>Teaching Hours</b>																						
<b>Regular Job Hours</b>																						

NOTE: Adjunct teaching activities should not be done during the work hours of your regular job. That includes grading, checking emails, lesson preparation, etc. Teaching as an adjunct instructor is a separate contract and provides compensation for teaching activities during time outside of your regular job. **My signature below affirms that I am aware of this and will keep teaching activities separate from my regular job.**

Comments:

\_\_\_\_\_  
Employee Date

Approval: \_\_\_\_\_  
Employee Supervisor Date

\_\_\_\_\_  
Chief Academic Officer Date

**Route completed form with all signatures to Human Resources for inclusion in personnel file.**  
 This form must be completed before employee will be attached to classes.