

ADJUNCT INSTRUCTOR INFORMATION SHEET

(Applicant, please fill out this section and forward to Department Chair. All paperwork is due before teaching begins.)

Date: _____ For Semester: _____ Year: _____
School: _____ (Ex: Arts & Sciences or Professional Studies)
Instructional Department/Division: _____ (Ex: Agriculture or Natural Science)
Title: _____ Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____
Emergency Contact Person/Number: _____

CHECK SHEET

(to be completed by appropriate Department/Division Chair)

- ☐ Approval by department or division chair
- ☐ Approval by Dean of Faculty

Human Resources

- ☐ Chair should:
 1. Send an email to vdnelson@nwosu.edu and cc: clellis@nwosu.edu with the applicant's name and email address
 2. let the applicant know that they will be receiving an email from customerservice@choicescreening.com with subject line as NWOSU Background Screening Invite - Action Required. The email will inform them what they will need to do.
- ☐ Applicant should:

Submit payroll paperwork to Human Resources (Herod Hall, Room 102).

Dean's Office

Submit the following items to Angelia Case in RH 211:

- ☐ Resume
- ☐ Faculty Qualifications Policy Checklist with official transcript
(Request NWOSU transcript here: www.nwosu.edu/transcript-request)
- ☐ Professional Staff Information Sheet – *new adjunct should email this directly to Diane Penner at kdpenner@nwosu.edu*

Please email or send completed form to: Dean of Faculty and Angelia Case, RH 211, arcase@nwosu.edu

**** Please note **** A Professional Service Contract will be created and sent to adjunct instructors for signatures at a later date.