

NOTRE DAME DE NAMUR UNIVERSITY

ADJUNCT STATUS REQUEST FORM FOR STAFF or ADMINISTRATOR

All NDNU staff or administrators (Staff Adjuncts) who will teach on top of their regular assigned duties must complete this form. Staff Adjuncts should consult with their supervisor regarding plans to compensate for missed working hours, either by using accrued vacation time or by working beyond assigned hours in Part 2 below.

SUBMIT THE COMPLETED FORM TO HR PRIOR TO CONTRACTING

Staff Adjunct Name: _____ **ID#:** _____

PART 1: TO BE COMPLETED BY THE PROGRAM DIRECTOR/DEPARTMENT CHAIR

To: _____
Name of Staff Adjunct's Supervisor Staff Adjunct's Department

From: _____
Program Director/Department Chair Department

I am requesting _____ to teach during Fall/Spring/Summer semester of 20 ____

Course #/Section:		Course Days & Times:		Total hours/week:	
Course Title:					
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Course Title:					
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Course Title:					

Total number of hours to compensate: _____

PART 2: TO BE COMPLETED BY THE STAFF ADJUNCT

I will make up missed hours by:

<input type="checkbox"/> Using vacation time	Total number of accrued vacation hours: Total number of vacation hours to be deducted:
<input type="checkbox"/> Working beyond assigned office hours	Days/hours to be worked:

Staff Adjunct's Signature: _____ **Date:** _____

PART 3: TO BE COMPLETED AND SIGNED BY THE STAFF ADJUNCT'S SUPERVISOR, DEAN, AND PROVOST

<input type="checkbox"/> Approved	I have determined this staff adjunct assignment will be performed during normal working hours. Therefore, alternative arrangements have been made to either make up the time or charge to vacation leave.
<input type="checkbox"/> Not Approved	

Supervisor Name: _____ **Signature:** _____ **Date:** _____

Dean Name: _____ **Signature:** _____ **Date:** _____

Provost Name: _____ **Signature:** _____ **Date:** _____