ADJUNCT FACULTY EMPLOYMENT AUTHORIZATION

New Adjunct _____ **Returning Adjunct _____**

Year: 20___ **Semester/Session: Fall _____ Spring _____ Summer I (8 Weeks) _____ Summer I (6 Weeks) _____**
Summer II (6 Weeks) _____ Delayed _____ Other _____

SECTION 1

NAME: _____ SOC. SEC. #: _____ DATE: _____

ADDRESS (city, state, zip code): _____ COUNTY: _____

TELEPHONE # (DAY): _____ TELEPHONE # (EVENING): _____

_____/_____/_____ M_____ F _____ _____/_____/_____
BIRTH DATE GENDER HIGHEST DEGREE EARNED/YEAR/NAME OF UNIVERSITY

Ethnicity: (Circle one)
a. Hispanic/Latino
b. Non-Hispanic/Latino

Race: (Circle all that apply)
a. American Indian or Alaskan Native
b. Asian
c. Black or African American
d. Native Hawaiian or Other Pacific Islander
e. White

Will you be working in any other College position during the period? Yes _____ No _____ If yes, in what capacity: _____

Department: _____ Supervisor: _____ Period of Employment: Begin Date _____ End Date _____

COURSE # & SECTION	COURSE TITLE	DAY(S)	HOURS	CONTACT HOURS	BUDGET CODE

TOTAL NUMBER OF CREDITS (NOT TO EXCEED 10): _____

PAY RATE: $_____ TIMES TOTAL CONTACT HOURS:_____ = TOTAL PAYMENT AUTHORIZED: _____

Special Notations: _____

SECTION 3

NOTE: This document is your adjunct authorization. Failure to return it in a timely fashion will delay your payment. Please sign and return this document with all copies within five (5) days of receipt to the Chairperson of the department. Upon completing this document, you are required to make arrangements with the Human Resources Office (973-684-6108) to comply with the Immigration Reform & Control Act of 1986 and to complete Federal documents that are required prior to commencing your employment. Your failure to do so will affect the date of your employment.

This assignment can be cancelled due to enrollment, budget considerations, and other reasons, and is for the above-noted semester only. It does not constitute a commitment on the part of the College beyond the specific semester identified above.

Attendance at the Adjunct Faculty Orientation scheduled for _____ is mandatory. In addition, Adjunct Faculty in ESL and English are required to participate in the Holistic Reading Session at the end of the semester.

If for any reason you are unable to fulfill this commitment after instruction has begun, you are expected to continue meeting your class(s) until a replacement has been found.

SECTION 4

_____ _____ _____/_____/_____
ADJUNCT FACULTY **VICE PRESIDENT, ACADEMIC & STUDENT AFFAIRS** **DATE**

_____ _____ _____/_____/_____
CHAIRPERSON **BUDGET MANAGER** **DATE**

c: Human Resources Office **June 2010**