

Minnesota State University, Mankato

Adjunct Request and Qualifications

Candidate Name _____

New Adjunct Returning (within last 3 years)

College _____

Department/Program _____

Bargaining Unit _____

Primary Work Location _____

Cost Center _____

General Fund: Yes No

Comments/Notes:

If the adjunct rate per credit exceeds amount listed in the contract, please indicate other amount \$ _____

*Please attach approval from the Office of the Provost

Please attach:

- CV/Resume
- Unofficial transcript of highest degree

College-level decision data	Tentative Course(s)	Term (Fall, Spring, Summer)	Semester/Year previously taught this course at MSU	Enrollment information (e.g. caps, fill rates, course size, credits)

Qualifications (check all that apply):

1)

Degree in discipline one level above teaching assignment

OR

2)

Degree outside of discipline one level above teaching assignment; and

18 Graduate credits in same discipline of teaching assignment (please document on transcript)

OR

3)

Equivalent/Tested Experience*

*Please provide the tested experience justification below and indicate how the person qualifies under the University's [HLC](#) tested experience criteria and attach additional information (e.g. certification, license etc).

Approvals:

Department Chair Date

Dean Date

Provost Office Date