

BETHUNE-COOKMAN UNIVERSITY

Full-time Faculty Overload Request & Adjunct Faculty Employment Request Form

Please submit this form to the Office of the Provost for adjunct faculty **OR** full-time faculty overload requests for payment. Please attach a completed Faculty Credentials Evaluation, transcripts, and employment paperwork, if necessary.

Department: _____ Academic School: _____

Semester: _____ Dates of Employment: _____ Number of Months: _____

Faculty Information: Adjunct/Campus Full-Time Faculty/Overload
Adjunct/Online FT Faculty/Online Overload

First Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Home Telephone: _____ Work Telephone: _____

Assigned Courses

	Course Prefix	Course Title	Course Enrollment	Credit Hours
1				
2				
3				
4				
5				
6				
7				
8				

Total Independent Study Courses: _____ Total Credit Hours: _____

Pay Rate/Salary Request

Department Budget Number _____

Pay Rate: (*current standard rate of pay: \$1,800 per 3 semester hour course*) _____

Pay Rate per Hour & Weeks (for Music or Nursing adjuncts) _____

Total Salary (*pay rate X no. of courses or hours*) \$ _____ Monthly Rate: _____

Approvals:

Department Chair _____ Date _____

Academic Dean _____ Date _____

Provost _____ Date _____

Vice President, Fiscal Affairs _____ Date _____

Director, Human Resources _____ Date _____

Faculty (Acceptance) _____ Date _____

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*The following credentials and employment paperwork for new hires are required by the Office of the Provost.

- Personnel Action Form (completed by hiring academic unit)
- Resume or curriculum vita
- Departmental Credential Evaluation Form
- SACS Faculty Roster
- Official transcripts
- Web Access/CIT Request Form

Faculty must have a minimum of the Master's degree and at least 18 graduate study hours in the teaching field, which must be verified by an official transcript.

Official transcript(s) for all degrees: (Required by the Office of the Provost. Official transcripts must be received in the Office of the Provost within 30 days of the beginning of the semester. If the academic school office staff office opens an official transcript, please staple the envelope to the official transcript, sign the back flap of the envelope, and forward to the Office of the Provost).

- Doctoral degree
- Specialist in Education degree
- Eighteen (18) graduate semester hours in teaching field
- Master's degree
- Bachelor's degree

Employment Paperwork: (Required by the Office of Human Resources Management). *The faculty member must complete employment paperwork before receiving web access). Check online at <http://www.cookman.edu/facultyStaff/hr/hrstaff.html>.*

- Application for Employment
- Employment Eligibility Verification (I-9)
- Background Checks
- IRS W-4 Form
- Employee Data Sheet
- Drug Screening Report
- B-CU Drug-Free Campus/Workplace Policy Statement
- Web Access/CIT Request Form

Approval Steps for New Hire Forms:

1. Dean or Academic Unit submits required forms* to the Office of the Provost for approval
2. Once approved, Provost sends paperwork to the Office of Budget
3. Office of the Budget sends approved paperwork to the Office of the Vice President for Fiscal Affairs (VPFA)
4. VPFA sends paperwork to the Office of the President (for full-time faculty only)
 - For adjunct faculty, the VPFA sends paperwork directly to the Office of HumanResources
5. The Office of the President sends paperwork to the Office of Human Resources
6. The Office of Human Resources – contacts candidate, sends pre-employment paperwork, and generates new hire appointment letter, and sends paperwork to the Office of Payroll and Benefits