

# 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. \_\_\_\_\_

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 \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_

Academic School 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 Human Resources
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