

This form is to be used in order to advertise for adjunct faculty. The form must be submitted to the Provost's Office and then to the Human Resource Office. A copy of the advertisement must be attached to this form.

VINCENNES UNIVERSITY
PERMISSION TO ADVERTISE FOR ADJUNCT FACULTY
(Print on Goldenrod paper)

Date of Request:

Supervisor:

Department or
Program:

All adjunct faculty will be paid the current "per credit hour/contact hour" rate for courses taught.

PLEASE COMPLETE THE FOLLOWING ADVERTISING INFORMATION

| Type of Ad: | Block | Line | VU Web |
|--------------------|----------------------|------------|-----------|
| Date to Advertise: | <input type="text"/> | Where: | |
| Date to Advertise: | <input type="text"/> | Where: | |
| Date to Advertise: | <input type="text"/> | Where: | |
| Close Date: | <input type="text"/> | Account#.: | |

This position will have free advertising on the WEB, VU Vision and Bulletin Board.

Approval: Signatures are needed from each of the following persons, when applicable.

| | | |
|-----------------------------|------|----------------------|
| Dept or Prog Chair | Date | <input type="text"/> |
| College Dean/ Supervisor | Date | <input type="text"/> |
| Provost | Date | <input type="text"/> |
| Director of HR | Date | <input type="text"/> |

01/16/2015