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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

MEMO

TO: Registrar and/or Registrar Assistant

THRU: INSTR DEAN _____

H.R. DIRECTOR _____

Qualifications Reviewed

Approved Not Approved

Approved Not Approved

FROM: _____
Request Made by Department Chair / Site Director or Coordinator

DATE: _____

RE: **Individual Adjunct Instructor Approval and Course Request**

Employment Application packet, complete with OFFICIAL College Transcripts are attached for Review and Approval. Upon approval, please consider offering of the following course(s) for:

Semester/Year _____ **Location** _____
Campus name

Course #	Description	Face-to-face	Web Enhanced	Hybrid	Online	Days/Week	Time Period	Instructor	Credits (Total of 3 to 9 credits only)

If you have any questions, please contact me at: _____
Contact Phone # and/or Email Address

Note to Applicant: Faculty Handbook states, *An Adjunct Instructor applies to all part-time faculty who teach semester-by-semester basis. An Adjunct Instructor may teach (3) three to (9) nine credits per semester.*

For qualifications review purposes, **College Transcripts** are required.

File

Revised 4/16/19/HR

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