

**CONCORDIA UNIVERSITY WISCONSIN**  
**Personnel Action Notice for Part Time Adjunct Instructor**

**ACTION:** New Hire      Rehire

**For:** \_\_\_\_\_

**Banner ID #:**  
**F 0 0** \_\_\_\_\_

**Legal Last Name, First Name Middle Initial**

**Personal Data**    Gender: \_\_\_\_\_    Marital Status: S   M   W   D  
 Highest Degree: \_\_\_\_\_    Name Prefix: \_\_\_\_\_    Spouse Name: \_\_\_\_\_  
 Birthdate: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_    Religion: \_\_\_\_\_  
 Ethnicity: Caucasian                      African American                      Hispanic  
                     Asian/Pacific Islander                      American Indian                      Other

**Address and phone number:**

**Please select the appropriate semester with a checkmark**

<b>Fall Semester 2008</b> _____ Start pay Sept. 15, 2008 End Pay Dec. 15, 2008	<b>Spring Semester 2009</b> _____ Start pay Feb. 13, 2009 End Pay May 15, 2009	<b>Winterim 2009</b> _____ Start pay Jan. 15, 2009 End Pay Jan. 30, 2009	<b>Summer 2009</b> _____
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**Pay Amount:** \$ \_\_\_\_\_ per hour  
**OR**  
**Total of \$** \_\_\_\_\_ **.00**  
**(FOR PAYROLL USE ONLY)**

**List ALL courses for the same semester & department (account number) on same form. For summer courses, please list the course start and end dates in the "course title" area.**

CRN no.	Course no.	Course title	No. of credits

**Start**  
  
**Stop**  
  
**POSN:**

**Note: This form is due to the Sr. Vice President of Academics no later than 45 days prior to the first day of the semester**

**Account Number:** 1- \_\_\_\_\_ T-60023-313

<b>Approval Signatures</b>		<b>Date</b>
<b>1. Initiator: Dept. Chair/Program Director</b>		
<b>2. Dean</b>		
<b>3. Sr. Vice President of Academics</b>		

(For Human Resources Department use only)  
 Agreement initiated by HR on: \_\_\_\_\_ Date agreement mailed: \_\_\_\_\_ To payroll on: \_\_\_\_\_  
 Part time Adjunct Instructor      Unit code \_\_\_\_\_      Unit Title: \_\_\_\_\_  
June 2008/lid/km

CHECKLIST FOR HIRING ADJUNCT INSTRUCTORS (June 2008 ed.)

Traditional Program

Adjunct name \_\_\_\_\_ semester/year \_\_\_\_\_

Department/Program \_\_\_\_\_ course number \_\_\_\_\_

*Italics indicate a step if the adjunct has not taught at CUW before or has taught only in the School of Adult Education. Please initial & date each activity.*

\_\_\_\_\_ Department/Program Chair / Dean identifies and talks to potential adjunct, discussing course requirements, time, departmental/division requirements, and expectations.

\_\_\_\_\_ *Chair/Dean gives the adjunct the **personnel packet** from Human Resources (containing W-4, I-9, Employment Application, and Direct Deposit forms). The adjunct gives that completed packet back to the department/program that is hiring her/him. The Chair/Dean (or their administrative assistant) gives the completed packet, the adjunct's vita, and official transcripts for the adjunct's highest degree ( in sealed envelope) to Academic Administrative Assistant (AAA) in the Academic Office. If transcripts have not been received yet, the Chair/Dean reminds the adjunct that she/he must request an **official copy of transcripts** from the school of highest earned degree to be sent directly to CUW Academic Office.*

\_\_\_\_\_ Chair fills out the **Personnel Action Notice** and sends it to Dean

\_\_\_\_\_ Dean signs Personnel Action Notice and sends it to AAA.

\_\_\_\_\_ Department initiates a Schedule Change Form and forwards it to the Dean for approval. Upon Dean's approval, copies of the form will be forwarded to the Registrar's Office (so necessary changes can be made to the course schedule), the CUW Bookstore, and the Academic Office.

\_\_\_\_\_ *AAA starts a folder on the adjunct in Academic Office.*

\_\_\_\_\_ *AAA forwards the new adjunct's Personnel Action Notice to Human Resource Director and gives I-9 and W-4 to HR Assistant.*

\_\_\_\_\_ Human Resources Department puts new information into Human Resources database, initiates agreement, and processes to VP of Academics for signature.

\_\_\_\_\_ When course enrollment reaches minimum number, AAA forwards Personnel Action Notice to Payroll.