

Vice President of Academic Affairs New Part-Time Faculty Assignment Approval Form

Follow these steps to complete the form:

1. Division Chair: complete the form in its entirety, sign it, and forward it to your dean.
2. Dean: review chair's request, approve/deny it. If approved, please forward to VP.
3. VP: review the request and approve/deny it. If approved, please forward to Human Resources and notify dean of action taken.

This form must have the signature of all parties before Human Resources begins the hiring process. Please allow two weeks minimum to process this form.

Division Chair Name:

Division:

Phone Number:

Cuesta E-mail Address:

New Employee Name:

Effective Date:

Course Name:

CRN:

Days: Meeting Times: Location:

Justification:

Approvals:

Signature: Division Chair Date:

Signature: Dean of Academic Affairs Date:

Signature: Vice President of Academic Affairs Date:

- Dean notified of approval or denial
- Form forwarded to Human Resources to begin hiring process