



ADJUNCT APPOINTMENT FORM

Instructions: Use this form for adjunct faculty only. All information is required for CIPPS payroll data entry purposes. A budget code must be provided. The checklist at the bottom is for your use to ensure that required forms are completed and attached before submitting them to Human Resources. Signatures are required before processing will begin. Incomplete information could result in delay of pay!

Name: _____
LAST FIRST MI

Address: _____
STREET or P O BOX

CITY STATE ZIP

SSN: _____ **Birth Date:** _____ **Phone Number:** _____

Male ___ **Female** ___ **Race*** ___ Refer below for race codes
These fields are for informational and reporting purposes only. PVCC is an EEO/AA Employee

Division/Department: _____ **New:** _____ **Rehire:** _____ **Change** _____

Budget Code: _____
Date of Hire/Change _____ PMIS/CIPPS Number _____ (HR will provide)
Credit** _____
Non-Credit** _____ ****Refer to back page for educational documentation**
Clinical Nurse** _____ **required for each category of teaching faculty →**
Regional Site Coordinator _____

Use the following checklist to ensure that all required forms have been completed and are attached. Adjunct Appointment Forms missing the required forms listed below will be returned to the division.

Required Forms:

_____ PVCC Adjunct Faculty Audit Checklist
Adjunct Faculty Outstanding Qualification Request, if needed
VCCS-10 (faculty teaching credit only)

Required Signatures:
Division/Dept: _____ **Date:** _____

Vice-President: _____ **Date:** _____

*Codes Used to Denote Race:

- A White (Not of Hispanic Origin)
- B Black (Not of Hispanic Origin)
- C Hispanic
- D Asian or Pacific Islander
- E American Indian or Alaskan Native
- U Unknown

PVCC's accreditation agency, the Southern Association of Colleges and Schools (SACS) establishes and monitors the credentials required for all teaching faculty, full-time and part-time. The following chart provides details about the credentials required.

Type of Course	Minimum Qualifications	Documentation
A.A./A.S. - Transfer	Master's with 18 graduate semester hours in teaching field	Transcripts
A.A.S. - Non-transfer	Associate's in the teaching field with demonstrated competency in the teaching field	Transcripts, and as appropriate, employer letters, certificates, competency results, publications, etc.
Certificate (non-degree)	High School diploma or equivalent (Associate degree preferred) and ten years related occupational experience.	Transcripts, and as appropriate, employer letters, certificates, competency results, publications, etc.
Remedial/Developmental Education	Bachelor's degree with major in teaching field and two years related experience.	Transcripts, and as appropriate, employer letters, certificates, competency results, publications, etc
<p>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching field may be presented in lieu of formal academic preparation for any of the categories shown above. Exceptions must be fully justified on an individual basis. Such justification will be made in writing by the appropriate division dean and endorsed in writing by the VP of Instruction and Student Services.</p>		