

Adjunct Faculty Pay Request

Due Date: **August 15** for the Fall term; **January 15** for the Spring term.

Adjuncts will be paid in four installments:

Fall term: September through December

Spring term: February through May

Please submit this form by the specified deadline for on-time processing of payments.

Pay Structure:

1-credit hour course: \$3,500

3 or 4-credit hour course: \$10,000

Requestor Name:

Date:

Adjunct Name:

Email Address:

University ID:

Department:

Course Title:

Credit Hours:

Term: Spring 20____ Fall 20____ Summer 20____

Notes:

Adjunct Signature:

Date:

Does the department chair approve of this request? Yes No