**To be completed by requestor**

  New Search (Lecturer Position Announcement must be attached.)

  Emergency Hire (Candidates application must be attached.)

Candidates name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: Semester: Course(s):

Department/Program: Dept. ID:

Rationale *(Select all that apply)*:

  No current Lecturers are qualified to teach this course.

  Current qualified Lecturer(s) were offered and declined.

  Qualified Lecturer(s) are unavailable due to conflicts with current teaching assignments.

  Extended Learning course with 2322 or 2323 class code.

Printed Name:

 Signature of Requestor Date

**To be completed by Associate Dean**

*Associate Dean confirms*

  *Funding is available for this hire.*

  *Candidate has passed the background check. (Emergency Hire Only)*

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Associate Dean Date

**To be completed by Office of Faculty Affairs**

Printed Name: Deirdre Lowell-Caldera, Faculty Personnel Manager

Signature Date