

College of Education and Human Development
Routing Sheet for Approving Adjuncts, Graduate Lecturers for New or Additional Coursework

Existing _____

New _____

Name: _____

Semester/Year: _____

Division and Program: _____

APC/PIC: _____ Office Manager: _____

Course # and Name: _____

Additional Courses: _____

*If more than 4 courses,
please continue on a
separate page and
attach to routing sheet. _____

* If seeking approval for special topics courses, please provide the course specific title as well as the course description on a separate page.

I have reviewed all credentialing documentation (i.e., Justification, CV, Transcripts, & Certifications, etc...) and approve the above individual for hiring.

Date

Division Director

Approval for Hiring by Dean's Office: _____

Approval returned to Division for contract generation: _____

Special Instructions from Dean's Office:

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