

Adjunct Candidate Routing Form

Name: _____ Semester/Year: _____ G#: _____

Proposed Courses <small>Prefix, and Number</small>	Title

Bachelors Degree		<small>Specialty Area/Major/Cognate</small>		
Masters Degree				
Terminal Degree				
Matrix Level <small>(choose 1)</small>	I Equivalent to Instructor		II Equivalent to Assistant Professor	III Equivalent to Associate or Full Professor

Academic Program Coordinator Checklist

Submitted for Review:

- Curriculum Vitae/Resume
- Official Transcript(s) or Transcript already on file
- Additional Certifications, Relevant Experiences, etc.
(important if no terminal degree)
- Rationale to Hire *(attach additional sheet if needed):*

Hiring Status (Select One):

- Not employed by Mason currently
- Current Adjunct
- Admin Faculty *(1 course only)*
- Classified Employee *(1 course only)*
- Mason Wage Employee
- Mason Graduate Student

APC Signature

Date

<p style="text-align: center;"><u>Division Director</u></p> <p>After Review:</p> <p>____ Approved: Forward to Associate Dean for Approval</p> <p>____ Denied: <i>Return to Academic Program Coordinator</i></p> <hr/> <p style="display: flex; justify-content: space-between;">SignatureDate</p>	<p style="text-align: center;"><u>Dean's Office Approval</u></p> <p>Reviewed:</p> <p>____ Curriculum Vitae ____ Official Transcript</p> <p>____ Justification Approved for Hiring:</p> <hr/> <p style="display: flex; justify-content: space-between;">SignatureDate</p>
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