



Request for Approval for a Staff Member or Librarian to Teach as an Adjunct

This form should be used for all TCNJ staff members or librarians who plan to teach as adjunct instructors out of load for additional compensation. Teaching assignments that occur during the employee's regular work hours should only occur under unusual circumstances and will require that the staff member develop and present for approval a plan to make up for any time missed.

Staff Member Information

Name: _____

Home Unit / Office: _____

Regular Work Hours (if different from Monday - Friday, 8:30 a.m. to 4:30 p.m.) _____

Direct Supervisor's Name: _____

I understand that I must notify my direct supervisor and secure their approval before committing to an adjunct teaching assignment that occurs during regular work hours.

Direct Supervisors approval: _____ Approved _____ Not Approved

STEP 1 | Course Details and Department Confirmation

Before receiving the direct supervisor's full approval, the employee must complete the course details below and ask the hiring department to confirm.

Semester: _____

Course Days: _____

Course Times: _____

Course Department / School / Area: _____

Course Title: _____

Course Number and Section Number: _____

As the Hiring Department Chair / Coordinator for the course listed above, I confirm that the course details are correct and I have asked the employee listed above to teach this course pending the approval of their direct supervisor.

Hiring Department Chair / Coordinator Name: _____

Hiring Department Chair / Coordinator Signature: _____

Date: _____

STEP 2 | Supervisor Notification and Approval

(Required only for teaching assignments during regular work hours)

Before committing to an adjunct teaching assignment that occurs during regular work hours, the employee must notify their direct supervisor of the course details and secure the supervisor's full approval.

As the direct supervisor, I give my full approval for the employee named above to teach a course during regular work hours, assuming that the employee presents an acceptable plan to make up or charge their time.

Direct Supervisor's Name: _____

Direct Supervisor's Signature: _____

Date: _____

STEP 3 | Secondary Supervisor Approval - (If the Direct Supervisor is a Dean or Vice President, no secondary approval is necessary.)

After completing Steps 1 and 2, the staff member must receive secondary approval (if applicable) from their secondary supervisor (with details on how time missed at work during course instruction will be made up).

As the secondary supervisor, I have reviewed the request for the staff member named above to teach a course during regular work hours.

Secondary Direct Supervisor's Name: _____

Secondary Direct Supervisor's Signature: _____

Date: _____

STEP 4 | Submission

After all required sections above have been completed, **please submit copies of the completed form to the hiring department** for the adjunct assignment so that they can attach the completed form to the requisition. Human Resources will not process an offer or requisition without the form attached.

