

Name \_\_\_\_\_ ID # \_\_\_\_\_

Semester \_\_\_\_\_

New Regular Instructor

Regular Instructor/Employee

New Adjunct Instructor

Returning Adjunct Instructor

High School Concurrent Instructor

**1. Requested Course Approvals**

Credit Courses: List ACRO/NO for each course approval requested.

Non-credit Courses: Level approval, ACRO%, may be requested, if desired.

**2. New Adjunct Instructors**

The following materials must be completed and attached before the Instructor will be scheduled:

- Adjunct Instructor Application
- Reference Form (P-5T)
- Transcripts (official copy)
- Request for Adjunct, Temporary or Student Employee (Form P-61A)
- Authorization/Consent & Release for Background Check (Form P-61B)
- Data Record for Adjunct Instructors, Temporary, and Student Employees (Form P-14)
- Right to Know Training Verification (if applicable)
- Bloodborne Pathogens Training Verification (if applicable)

**NOTE:** The I-9, W-4, Iowa W-4 and Authorization to Mail Paycheck or Direct Deposit Authorization Agreement may not be completed until an applicant has been approved for hire and has accepted an offer of employment.

**3. For Adjunct Instructors Teaching Credit Courses**

- Yes, this individual meets the "DMACC Regular and Adjunct Qualifications" to teach the above credit courses.
- No, this individual does not meet the "DMACC Regular and Adjunct Qualifications" but I am requesting approval because:

Requested By \_\_\_\_\_ Date \_\_\_\_\_  
Signature and Title

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Signature and Title

Department/Campus \_\_\_\_\_

**Human Resources:**

Approved: Comments \_\_\_\_\_

Disapproved: Reason \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
Human Resources

Entered \_\_\_\_\_