Lehigh University

Request to Appoint Exempt Staff Member to an Adjunct Teaching Assignment*

Items 1 through 5 are to be completed by the department chair or academic program director requesting the appointment of an exempt staff member to an adjunct teaching role. Teaching by exempt staff is limited to one course or a limit of four credits per semester. Courtesy adjunct appointments for no additional compensation still require the completion of this form. If additional compensation is requested for the adjunct appointment, the originating department or program should forward the Additional Compensation Request form outlining terms of payment to Payroll. Payroll will wait for Provost’s Office approval to process.

*This policy only applies to exempt staff that do not have teaching responsibilities as a part of their position description.

1. Request originated by: ________________________________________________________________
   Department Chair                                Date

2. Semester: _____________________________________________________________________

3. Courses to be taught (include credit hours and total hours of effort per week for each course following the guidelines below):
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

4. Exempt staff member to be retained in adjunct teaching capacity and proposed compensation:
   NAME:  ____________________________________________________________
   TITLE:  ____________________________________________________________
   DEPARTMENT: ____________________________________________________________
   AMOUNT:  ____________________________________________________________

5. Signature of Requestor: ____________________________________ __________________
   Date

FORWARD TO:  Supervisor of the exempt staff member whose services you wish to retain.

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EFFORT GUIDELINES: If the number of Registrar Scheduled Contact Hours per week is less than or equal to the number of Credit Hours or this a Laboratory Course, the general formulas are as follows:

<table>
<thead>
<tr>
<th>FOR ACADEMIC YEAR SEMESTERS:</th>
<th>0 – 399 LEVEL LECTURE COURSE</th>
<th>0 – 399 LEVEL LABORATORY COURSE</th>
<th>ALL 400 LEVEL COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per week =</td>
<td>3 x # Credit Hours</td>
<td>4 x # Credit Hours</td>
<td>4 x # Credit Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR ‘6 WEEK’ SUMMER SESSIONS:</th>
<th>0 – 399 LEVEL LECTURE COURSE</th>
<th>0 – 399 LEVEL LABORATORY COURSE</th>
<th>ALL 400 LEVEL COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per week =</td>
<td>6 x # Credit Hours</td>
<td>8 x # Credit Hours</td>
<td>8 x # Credit Hours</td>
</tr>
</tbody>
</table>

If the number of Registrar Scheduled Contact Hours per week exceeds the number of Credit Hours or if there is another reason the guidelines above do not apply to this adjunct appointment, please provide a brief statement that describes your rationale for determining faculty effort hours per week.
Items 6 through 10 are to be completed by the Supervisor and Department Head of the exempt staff member.

6. Please provide a brief description of the duties and responsibilities which comprise the staff member’s current position:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If this request is approved, please describe how the performance of the staff member’s regular duties and responsibilities will be accommodated with the assumption of these additional teaching duties. Please answer questions 7 and 8 below to explain exactly how the teaching effort hours reported in item 3 will be scheduled and how the staff member’s regularly scheduled hours will be adjusted.

7. If this request is approved, how many of the teaching effort hours per week reported in item 3 will occur outside of the staff member’s regularly scheduled staff hours? _____ hours

8. If this request is approved, how many of these teaching effort hours per week will occur during regularly scheduled staff hours? _____ hours

Please explain how these regularly scheduled staff hours during the period that the teaching services are provided will be accommodated.

Will staff FTE be reduced? ☐ Yes ☐ No

Will vacation time will be used? ☐ Yes ☐ No If yes, how much? __________

Will the staff member’s regular schedule be adjusted? ☐ Yes ☐ No If yes, please describe the regularly scheduled staff hours and exactly how the staff hours will be changed during the time of the teaching appointment.

______________________________________________________________________________

9. If this request is approved, will the identified staff member have your permission to accept this offer to serve as an adjunct teacher in the requesting department?

☐ Yes ☐ No

10. Completed by: ________________________________ __________________

       Date

       Approved by: ________________________________ __________________

       Department Head       Date

FORWARD TO: Provost’s Office, Alumni Memorial Building

Items 11 through 13 are to be completed by Deputy Provost for Faculty Affairs. The Provost’s Office
forwards approved requests to the Payroll Office.

11. Have all the policy provisions been met?  
   □ Yes  □ No

12. Request is:  
   □ Approved  □ Denied

   If denied, provide reasons for denial:

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

13. Completed by: _____________________________________ _________________
    Name/Title_________________________________________  Date_____________