

**New Mexico State University at Grants
Position Request Form
Adjunct Faculty**

(All requests are subject to approval depending on funding, Administrative approval, and background check)

Step 1: Identify Adjunct Faculty.

Step 2: Program manager or VPAA collect resume, copies of transcripts and complete form

Step 3: Submit form, resume and transcripts to VPAA.

Step 4: VPAA will submit to Human Resources liaison, HR liaison will contact applicant to complete paperwork

Submit all materials at least one (1) month prior to the beginning of the semester.

Department _____

Courses and number of credits to be taught _____

Index # _____

Applicant Recommended for hire:

Banner ID _____ NMSU email (preferred) _____

Name _____

Mailing Address _____

Phone Number _____ Date of Birth _____

Highest Degree Received _____ Content area _____

of Graduate credit hours _____

Date Degree Received _____
Month Year

Retiree Status Not Retired NMSU Retiree ERB Retiree Other Retiree

HR USE

BEFORE EMPLOYMENT BEGINS EVERY NEW HIRE MUST SEE HUMAN RESOURCES TO COMPLETE AND TURN IN:

I-9 Form W-4 Form Application/Resume Transcripts _____

Program Manager _____ **Date** _____

VPAA/Assoc. Campus Director _____ **Date** _____

For Office Use Only

Requisition # _____

Date Entered _____