

WESTERN IOWA TECH COMMUNITY COLLEGE

Credit Instructor Appointment Form

- Reappointment**
- New – Attach the following:**
WITCC Application, I-9, W4s,
Transcript (official), Background
Check, Direct Deposit, Check Mail

Name _____
Last First M.I.

ID Number: _____ (required)

REQUIRED: **Remote** **On Campus**

Adjunct Instructor

<u>Budget Codes</u>	<u>Course Catalog Number, Section Number & Title</u>	<u>Effective Date From</u>	<u>Effective Date To</u>	<u>Semester Credit Hrs.</u>	<u>Contact Hours</u>	<u>Total</u>
_____	_____	/ /	/ /	_____	_____	\$ _____
_____	_____	/ /	/ /	_____	_____	\$ _____
_____	_____	/ /	/ /	_____	_____	\$ _____
_____	_____	/ /	/ /	_____	_____	\$ _____
TOTAL						\$ _____

STPS

For H.R. Use Only: _____ @ \$ _____ = \$ _____

Monthly payments beginning: _____ @ \$ _____ = \$ _____
(Date) (No. of payments)

Earn type: ADRI _____ ADRS _____ ADRN _____ ADJ _____ ADJS _____ ADJN _____

Substitute Instructor/Temporary Employee (Time Sheet Required)

<u>Budget Codes</u>	<u>Course Catalog Number, Section Number & Title</u>	<u>Effective Date From</u>	<u>Effective Date To</u>	<u>Estimated Hours</u>	<u>Hourly Wage</u>
_____	_____	/ /	/ /	_____	\$ _____
_____	_____	/ /	/ /	_____	\$ _____

Substituting For: _____
(Regular Instructor)

Board Approved: _____

New **Reappointment**

Signatures:

Division Chair/Campus Director/College Now Date

Instructional Dean/Chief Academic Officer Date

Human Resources Date