

Winthrop University
Request to Approve *Out of State Adjunct Faculty Teaching

Name of Potential Employee

City/State from Which Work will be Performed

Campus Department

Course # and Call # of Course(s) to be Taught

Total Credit/Contact Hours per Week

Dates of potential employment: FROM:

TO:

Are there other courses or other employment of any type that this potential employee will be requested to perform during the dates listed above?

YES

NO

If YES, please provide details of other potential employment:

Printed Name of Department Chair making request:

Best number to reach Department Chair:

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- *This form is not necessary for work performed in the states of South Carolina or North Carolina.
 - Out of state employment may be requested **ONLY** for adjunct faculty teaching online learning courses; the total credit/contact hours may not exceed 18 hours per week; approval for current year only.
 - Based on information available as of September 2022, employment from the following states will not be allowed: **California, Colorado, Connecticut, District of Columbia (DC), New Jersey, North Dakota, Ohio, Pennsylvania, Rhode Island, Washington, Wyoming**

Department Chair

Date

Dean

Date

Provost

Date

For Human Resources Only: Approved

Not Approved

Submit questions and completed form to HRHelp@Winthrop.edu.