

COURSE INFORMATION/CHANGE FORM PLUS ADJUNCT INFORMATION SHEET

Classroom Change form submitted to verify room assignment? YES NO

This must be done BEFORE we can process change in the Dean's office

COURSE TITLE | _____ Semester: _____

Request Codes: S = Total # Students N = New Class I = Instructor Y= Change in Course
 C = Canceled Class R = Room change O = Other

Request Code	Course # Section	CRN #	Inst Method	Integ Partner	Credit Hour	Meeting Times	Meeting Days	Instructor (include WIN#)	Building/ room	Total # Students

ADJUNCT INFORMATION SHEET

(If Change Affects Adjunct Use)

Is adjunct a Full-Time Employee of Washburn University?

Yes No

Semester _____ New Adjunct YES NO

Department _____

Instructor Information

WIN#

Name _____

SSN or WIN _____

Address _____

Home Phone # _____

Cell Phone # _____

(Please include zip code)

Adjunct Rank: Master's Degree Ph.D/Terminal Degree Emeriti Special

FUNDING SOURCE

Recommended Salary (see below): \$ _____ per credit hour

(If (Other Than Department) **Please base your salary recommendations on the following:**

- Academic Outreach** adjunct faculty with master's degree \$600 per credit hour
 - VPAA'S Office** adjunct faculty with doctorate/terminal degree \$625 per credit hour
 - Grants** adjunct faculty emeriti \$765 per credit hour
 - CAS** adjunct faculty with special approval up to \$1000 per credit hour
- (justification must be approved by Dean & VPAA)**