APPENDIX O

APPLICATION FOR ADDITIONAL DISCIPLINE(S)

Name:	
Discipline(s) Assigned at Date of Hire:	
Additional Discipline Requested:	
In the space below, briefly state the reasons you believe you qualify for an additional Discipline.	

Article XVII, 17.5. 3

An adjunct faculty member has the option of adding a Discipline. This option can be exercised whenever the adjunct faculty member meets the minimum qualifications and competency standards for the additional Discipline. To exercise this option, the adjunct faculty member must request the additional Discipline in writing using the form (Appendix O) stating the reasons why s/he qualifies for the Discipline. This form must be forwarded to the Human Resource Services Office to the attention of the Dean.

Once the Human Resource Services Office has verified that the adjunct faculty member has satisfied all the requirements for the additional Discipline, HR will notify the adjunct faculty member, the appropriate Division Dean(s) and the appropriate Division Chair(s) in writing that an additional Discipline has been attained. However, to become eligible to teach within the newly obtained Discipline Area – the adjunct instructor must still interview with the new Division.