



BRIGHAM YOUNG UNIVERSITY-HAWAII

ADJUNCT FACULTY/SPECIAL INSTRUCTOR APPOINTMENT

BYUH ID #:	*Name:	Date:
*Email:	*Phone #:	* Requested Semester/Dates:
*GL Acct#: <input type="checkbox"/> 10-720300-5330 (Campus)	Current Employee: <input type="checkbox"/> No <input type="checkbox"/> Yes In another area/dept.	
If Yes, What Position & Department?	Position:	Dept:
<input type="checkbox"/> Overload Approved (<i>Full Time Faculty only</i>)	Immediate Supervisor Approval:	
COURSE	SECTION	AMT PER CREDIT
CREDIT HRS	SUBTOTAL	
TOTAL		\$
Please Select One: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD		# of semesters of university level teaching experience:

EMPLOYEE ACCEPTANCE

I hereby accept the appointment stated above and understand that it may change due to enrollment.	Signature	Date:
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APPROVALS/AUTHORIZED SIGNATURES

Dean	Date:	Associate Academic VP for Faculty	Date:
Vice President for Academics	Date:	** Special Instructors can teach no more than 9 credit hours during a given semester. One (1) credit hour = 2.2 work hours including preparation and instruction time.	

*Classes should have a minimum enrollment of five students. If enrollment drops below five, the course may be cancelled (except private music lessons) and this contract will be void or automatically adjusted to remove the cancelled course(s).

NEW HIRES ONLY

THIS CONTRACT IS CONTINGENT UPON SUCCESSFULLY: 1) Returning a signed copy of this contract to HR Employment via email. 2) Clearing a background check. 3) Clearing a tuberculosis (TB) test. 4) Completing the onboarding process through Workday. 5) Presenting original documents to show identity and authorization to work in the U.S. For questions regarding eligible forms, please contact HR Employment at employment@byuh.edu.

****NOTE: Special Instructors ARE NOT ALLOWED to work part-time for another church entity while on contract with BYU-Hawaii.**

A CURRENT "ACTIVE" EMPLOYEE MUST get prior approval from the VP for Academics, their department Director and immediate supervisor before they are eligible to teach. Teaching must be done outside of hours.

DEPARTMENT PROCEDURES

After meeting with the employee to review the contract, submit this form to the dean with the employee's signature. Forms should be submitted at least three weeks prior to the beginning of a semester. The VP for Academics will approve and forward this form to HR for further processing.

****NOTE: Should special instructors be hired as Full-Time hourly employees they will need to be terminated as a Special Instructor and Faculty Units will need to find alternate teaching replacements. If hired into a full-time exempt/salary position, immediate supervisor will need to be notified immediately.**

FOR HR EMPLOYMENT AND PAYROLL USE ONLY:

Total:	# of PPD:	Amt/PPD:	PPD. Start Date	Position #:	Entered:	Verified:
\$	# PPDS Retro	\$	Amt Retro:	Total Due Less Retro:	Pay Group	
			\$	\$		