

**Submit signed approval form to Human Resources for processing  
and retain a copy for your departmental records.**

\_\_\_\_ Fall Semester  
\_\_\_\_ Spring Semester  
\_\_\_\_ Other

**COLLEGE OF CHARLESTON**  
**Adjunct Faculty Appointment**  
(PLEASE TYPE)

\_\_\_\_ Maymester  
\_\_\_\_ Summer I  
\_\_\_\_ Summer II

NAME \_\_\_\_\_ Cof C ID/Soc.Sec. # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

COURSE TITLE	COURSE NO.	CRN	SECTION NO.	DAYS	TIME OF CLASS

PERIOD OF EMPLOYMENT \_\_\_\_\_ THROUGH \_\_\_\_\_ SALARY \$ \_\_\_\_\_

BUDGET INDEX NUMBERS \_\_\_\_\_ AMOUNT \_\_\_\_\_

\_\_\_\_\_ AMOUNT \_\_\_\_\_

\_\_\_\_\_ AMOUNT \_\_\_\_\_

PAY ARRANGEMENTS \_\_\_\_\_

(To be completed by Human Resources)

EXPECTED TO RETURN THE FOLLOWING SEMESTER? Yes \_\_\_\_ No \_\_\_\_

This offer is contingent on sufficient enrollment as determined by the College. Fringe benefits are not applicable to this appointment. If you are currently a State employee, this offer is subject to the financial limitations stipulated by State Regulations on **Dual Employment**. In compliance with **Federal Legislation**, new hires must physically appear in the Office of Human Resources with appropriate documents to verify employment eligibility. Newly hired employees must also have completed a successful background screening to be employed.

Does this Appointment constitute Dual Employment by the State of South Carolina? **No** \_\_\_\_ **Yes** \_\_\_\_

If yes, specify the Agency (K-12 Schools do not apply) \_\_\_\_\_

Has your address or tax deduction status changed since your last appointment? **No** \_\_\_\_ **Yes** \_\_\_\_

Do you have an account with SCRS or ORP with the State? **No** \_\_\_\_ **Yes** \_\_\_\_

**Accepted** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Dean Date

\_\_\_\_\_  
Budget Date

\_\_\_\_\_  
Academic Affairs Date

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Director of Human Resources Date

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT IN WHOLE OR IN PART.**