



Adjunct Faculty Pay Increase Request Form

Complete this form if you are requesting an adjunct faculty member be paid higher than the amount they are due according to the adjunct pay guidelines. The form must be completed by the Chair and signed by the Dean before a contract is issued. Faculty must be qualified according to SACSCOC Guidelines.

Department Chair:

Date Submitted:

Faculty Name:

Highest Degree Earned:

Major/Concentration:

Number of Previous Terms Taught at TCU:

Undergrad (U) or Grad (G) Level Course:

Approved TCU Courses

Course Information (title, prefix and number)	Credit Hours	Amount Per Adjunct Pay Guidelines	Pay Amount Requested

Briefly explain/justify your request for a higher pay amount. Select all applicable factors you considered when making this request. The box that follows may be used for additional justification or explanation.

Degree(s) in Related Discipline

Related Work Experience

Honors, Awards, Special Recognitions

Graduate Course Work in a Related Area

Documented Teaching Excellence at Another Institution

Other Competencies and Achievements

Professional License/Certification

Research and Publications

Reviewed and Approved By:

Chair (signature)

Dean (Signature)

Provost and Vice Chancellor for Academic Affairs

Date

Date

Date