**Mississippi University for Women**

**Human Resources**

 **MUW-1609**

**Justification and Approval for Staff to Be Paid for Adjunct Teaching or Additional Duties**

|  |  |
| --- | --- |
|  | will be assuming the following responsibilities outside of the regular  |
| duties as an employee in the department of |       |
|  |
|  |
| **Course # or Duty** | **Department** | **Days per week/Date** | **Time** | **Semester** | **Year** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **CHOOSE ONE** |
| [ ]  | The additional duties will be completed outside of my regular work schedule. |
| [ ]  | I will use Personal Leave (Must complete an Application for Leave to be filed in department). |
|  |
|  |
|  |
| Requested by: |  |
|  | Signature of Employee Date |
|  |  |
| Approved by: |  |
|  | Signature of Supervisor Date |

**NOTE: Completed form should be sent to Human Resources, W-1609, prior to the extra duties beginning.**