

Date

To: Caroline Brettell

From: _____
Department Chair

Semester/Year: _____

I wish to inform you that we are employing the following people as adjuncts for more than 6 hours of teaching. We believe this to be a more effective policy than that stated in Policy Manual 6.6.I.2.

<u>Name</u>	<u>Courses</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please sign below and return if you do not have any adjunct teaching more than six hours.
