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 6.6.1.2.

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<th>Name</th>
<th>Courses</th>
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Please sign below and return if you do not have any adjunct teaching more than six hours.