

***The Department of _____ confirms that the adjunct(s) listed above meets SACS criteria for teaching with a Master's Degree and 18 hours in their teaching area for undergraduate courses and the terminal degree in their teaching area for graduate courses. Official transcripts showing baccalaureate and graduate degrees are on file or are requested and will be forwarded to the Office of Academic Affairs.**

Please add any additional comments and/ or salary justifications below:

*The above requests are based upon the assumption that each course will have adequate enrollment.

Department Head Date

Vice President Academic Affairs Date

Dean Date