Department Logo

Date:

To: Yahaira Amaya,

Assistant Dean of Administration and Finance

Office of the Dean, School of Allied Health Professions

From: Department Head/Department

Subject: Justification for Adjunct Faculty (POA)- [Semester/year]

The [Department] requests approval for a/an [new/extension/return form gratis] Period of Appointment. [position#] for the [semester/year] session to cover the following course/s:

* **COURSE NAME and DESCRIPTION**
* **COURSE NAME and DESCRIPTION**

The hire will be responsible for [of credit hours] of teaching, including instruction, course preparation, and related responsibilities. The period of appointment will have an end date of [end date].

Compensation is based on [$] per month for [POA calculation] months, totaling [$total amount paid]. Compensation comprises [$] per credit hour. Position will be funded 100% from Chart string: [enter full string information].

Thank you for your time and consideration. Please find enclosed the necessary documentation for review.

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Department Head Name

Title

Department

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Yahaira Amaya,

Assistant Dean of Administration & Finance

Office of the Dean