

Ashland University Professional Development Services Adjunct Instructor Application



Thank you for your interest in becoming an Adjunct Instructor for Ashland University. One of the greatest strengths of Ashland's Professional Development Program is its ability to provide relevant graduate programming taught by individuals who are not only learners themselves, but also practitioners. Your interest in working with us is a compliment to Ashland University.

If you have any questions contact Dale Sevin at 419.289.5350 or dsevin@ashland.edu. If you would like further specifics concerning your role as Adjunct Instructor, feel free to review the Adjunct Manual on our website:

www.ashland.edu/documents/pdf/2011-adjunct-manual-0

Please be sure all required adjunct application materials (listed at bottom of page) are either emailed to us or sent to: **Ashland University, 401 College Ave., 206 Founders Hall, Ashland, OH 44805, Attn: Dale Sevin.**

Date: _____

Name: _____

Social Security No.: _____

Work Address: _____

Title/Position: _____

Home Address: _____

Work Phone: _____

Home Phone: _____

Fax Number: _____

E-Mail: _____

Proposed Workshop Title: _____

In order for your application to be approved, **ALL** of the following must be included.

- Vita/Resume (Be sure that substantial evidence is provided that documents qualifications to teach the proposed graduate level workshop.)
- Photocopy of Teaching Certificate/License
- Photocopy of Masters Degree Grade Transcript
- Tax and Employment Eligibility Forms (needed ONLY if receiving Instructional Fee from University)
 - Receiving payment from AU yes no
 - Ohio Employee's Withholding Exemption Certificate (IT-4)
 - Federal Employee's Withholding Allowance Certificate (W-4)
 - U.S. Department of Justice Employment Eligibility Verification (I-9)
 - Direct Deposit Form
- Completed Class Request Form