

# INTENT TO HIRE FY 21-22



SOUTH TEXAS COLLEGE

## Human Resources

New Hire  
 Re-Hire

Emergency Lecturer  
 New Discipline  
 Dual Credit  
 Adjunct

FLAC  
 NOE

**Faculty are hired on an as needed basis, with no contractual expectation of continued employment or property rights beyond the assignment.**

- New Hire:** The prospective faculty must report to HR and receive the authorization to work release form.
- Rehire:** The prospective faculty will update documents as needed and comply with background check requirements.

Faculty Name:  Last Name  First Name  A#:

Fall  Spring  MM

Start Date: (First class day) \_\_\_\_\_ End Date: (Grades due date) \_\_\_\_\_

Last Semester Taught: \_\_\_\_\_ Department: \_\_\_\_\_ Status: \_\_\_\_\_

**The Office of Human Resources must receive this form BEFORE assignment starts.**

## Office of the Vice President for Academic Affairs

**Justification for Hire:** The \_\_\_\_\_ department requests to hire an instructor due to the following:  
 Increased Enrollment \_\_\_\_\_ See Attached Justification Memo for **Emergency Hire Lecturer**  
 Other: \_\_\_\_\_

The Department/Program Chair has reviewed the qualifications to teach the course(s) listed below via the most recent Transcripts & Faculty Credential Database. Should a course not be listed in the Database, attach the Credential Database Modification form. *If more space is needed, please attach a separate form.*

**List Course(s) Assigned:**

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

- Required:** Verify the Faculty Credential Database
- Attached:** Credential Review Form - Academic or Workforce Programs
- Attached:** Credential Database Modification Form

Signature - Pgm/Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature - Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature - Vice President: \_\_\_\_\_ Date: \_\_\_\_\_