ADJUNCT FACULTY CLEARANCE FORM

FALL 2016

Section 1: Instructor Information

Instructor's Name: _____ Banner ID:_____
Last First Middle

Course Number: _____ Phone #: _____ GCC Email:_____

Mailing Address: _____

Section 2: Department

☐ Automotive Services Technology ☐ Business & Visual Communication
☐ Construction Trades ☐ Education ☐ Electronics/Computer Science & Office Technology
☐ English ☐ Math & Science ☐ Nursing & Allied Health ☐ Social Science & Criminal Justice
☐ Tourism & Hospitality

Section 3: Clearance

	Initial	Date
DEPARTMENT CHAIRPERSON ☐ All Teacher's Editions, Manuals, and/or other Instructional materials provided by the Department Chairperson ☐ Textbook and Equipment Inventory GCC Tag#_____ ☐ Keys to desks and/or cabinets ☐ Grade Report(s)/Attendance Sheets Grades Due: **12/15/2016**		
LEARNING RESOURCE CENTER (Library) ☐ Audio Visual Equipment ☐ Other instructional materials		
STUDENT SUPPORT ADMINISTRATOR (Bldg. B) ☐ ID Card		
Associate Dean TPS 2nd Floor, Student Services & Administration Building		

NOTE: *Clearance forms submitted after the last day to submit grades may result in final pay being disbursed after the date indicated on the Adjunct Faculty Assignment Sheet. Should this occur, the faculty member may pick up the final check at the Associate Dean's Office (Student Services and Administration Building, 2nd Floor).*

Instructor's Signature _____ Date _____

Latest Form Revision: August 2016