



## ADJUNCT FACULTY CLEARANCE FORM

Spring 2016

Instructor's Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_  
Course Number: \_\_\_\_\_ GCC Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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

**\* New Requirement \*** For those courses requiring clock hours, documentation of the clock hours must also be submitted for clearance along with submission of this form to the Associate Dean.

**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.

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_