



New Adjunct Appointment Form

Welcome to the part-time teaching faculty of Cabrini University. This form is intended to serve as an official document and to communicate the University's expectations. Please complete this form and indicate your acceptance of appointment by signing below. **Return this form to the Human Resources Office**, contact information is listed at the bottom of the form. Should you have any questions, do not hesitate to call or stop by your department.

This offer is conditional pending the results of a criminal background check. Any appointment will become effective when your employment papers and credentials are complete and the appointment has been finalized by acknowledgment of a course contract. Further course contract information will be transmitted to you electronically via your Cabrini email address this semester and each applicable term thereafter.

Please note that your prompt signature and return of this letter is imperative so that we may process your employment paperwork in a timely manner.

Hiring Dept. Chair		Hiring Dept.:	
Term and Courses to teach			
First Name			
Last Name			
Home address			
Email Address		Phone #	
SSN		DOB	
Gender		Marital Status	
Citizenship			
Emergency Contact Person's			
Name:		Phone #:	
Relationship:			

I accept the terms and conditions for part-time faculty Cabrini University.

New Hire Signature

Date

Department Chair Signature

Date

(Note to Chair: If this is a newly created position, please contact Kathy Mowatt in the Budget Office - (610) 902-8465) to ensure Business Office forms have been completed)



_____ **Date Received in Human Resources**

HR Mailing Address

HR Contact Information

Justin Ferkler – HR Administrator
jef55@cabrini.edu
610.902.8760

Cabrini University
Human Resources
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610 King of Prussia Road
Radnor, PA 19087