



Office of Human Resources  
2613 W. Pecan Blvd.  
McAllen, Texas 78501

***ADJUNCT/DUAL ENROLLMENT  
INTENT TO HIRE  
(NEW HIRE)***

\_\_\_\_\_, \_\_\_\_\_ is to be hired as an  
(Full legal name) (Social Security #)

**Adjunct/Dual Enrollment** instructor to teach in the \_\_\_\_\_

department during the Fall / Spring / SSI / SSII / SSIII, semester \_\_\_\_\_. The  
(circle one) (year)

prospective employee has been advised that he/she is required to report to the Office of Human Resources to complete new-hire paperwork *before* the first class day. According to board policy #4152, the Office of Human Resources must also receive official transcripts *prior* to the start of his/her work assignment.

Courses assigned: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Program Chair) (Date)

\_\_\_\_\_  
(Division Dean) (Date)

**Please fax or inter-campus mail this completed form. Before sending the prospective employee to fill out new-hire paperwork, a credential review form must be signed by both the Program Chair and Division Dean, and three work reference checks must be submitted. The Office of Human Resources must receive the requested documents BEFORE an employee will be authorized to work.**