



NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK
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ADJUNCT WORKLOAD MANAGEMENT OFFICE
INTER-OFFICE MEMORANDUM

INTERNAL APPROVAL FORM FOR HIRING A RETIREE

This form must be submitted & approved by all three individuals noted below prior to the instructor being given a section or assignment.

- 1. Name of Retiree (First name) (M.I) (Last Name)
2. Title of Adjunct position
3. Period of Employment (Semester)
4. Department
5. Course & Section/assignment
6. Total # of Semester Hours
7. \*Detailed reasons for hiring:

Table with 4 columns: Approved, Denied, Signature of Dept. Chairperson/Coordinator, Date. It contains three rows for approval by Dept. Chairperson/Coordinator, School Dean, and Provost.