EASTERN WYOMING COLLEGE
PART-TIME INSTRUCTIONAL AUTHORIZATION

_____ is appointed to the position of _____

_____

Start Date: _____ End Date: _____
Termination of services within the above stated period shall limit payments to a prorated amount based on the percentage of contract completed.

Course Number	Number of Students	Course Name	Credit Hours

Other: _____

_____

In consideration thereof, Eastern Wyoming College will pay in _____installment(s)
the agreed total of _____ which is determined by the following:

☐ $640.00 credit hour x _____ (15 digit) Budget Code_____
☐ $_____credit hour x _____
☐ _____% of tuition collected ☐ Community Education
☐ _____ for under enrolled classes
☐ _____ for stacked classes per negotiation w/instructor ☐ Workforce /Continuing Education
☐ _____ substitute pay $12.88/hour
☐ _____ other ☐ Outreach_____

Explanation: _____

_____

Comments:_____

_____

_____ _____ _____
Requested By Department V. P. Date

_____ _____
Human Resources Director College President

_____
V.P. for Administrative Services

I certify that the above position is contained within the fiscal budget and funds are available for the position.

Updated September 17, 2013
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