

**SPECIAL CONTRACT REQUEST
ATTACHMENT TO PERSONNEL REQUISITION**

Approval is requested to issue a special contract as referenced in the faculty salary schedule according to the following:

Proposed teaching/professional assignment:

Department: _____

Course #/Title: _____

Assignment location if other than PJC campus:

Assignment schedule: _____ hours/day _____ days/week

Other: _____

To whom will contract be issued? _____

Why was this person chosen? _____

Total amount of special contract: _____

Why can this assignment not be paid according to the regular hourly or term rates established in the salary schedule?

How was this amount determined? _____

Department Head _____ Date _____

Dean _____ Date _____

Provost _____ Date _____