**REQUESTING ADJUNCTS and FULL-TIME VISITING FACULTY**

Department chairs must submit requests for all adjuncts and full-time visiting faculty by sending an email to Brenda Bretz ([bretz@dickinson.edu](mailto:bretz@dickinson.edu)) and Bob Winston ([winston@dickinson.edu](mailto:winston@dickinson.edu)).  This is the case even if you have regularly relied on an adjunct or full-time visiting faculty to offer courses in your department.  Indicate the reason for requesting the position -- typically student demand, but other staffing needs may apply (replacing a course for a faculty member on reassigned time, for example).  These requests may be submitted any time, but they will most often be tied to course submissions (September/February) or after student course requests (October, March, and July). Requests will be reviewed in light of demand and resources available; the Provost has final approval.