**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) and Bob Winston (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.