Instructor Advisor Table Request Form

Current Employee: ☐ Yes ☐ No - Assignment Start Date: _____

Name: _____ _____ _____
　　　　　Last　　　　　　　　　　　　　First　　　　　　　　　　Middle Initial

ID Number: _____

NOTE TO INSTRUCTION OFFICE REQUESTOR: If Instructor's Employee ID number is unknown, a search in PeopleSoft must be completed prior to sending this form to Human Resources. To search, go to: PeopleSoft Home > Campus Community > Personal Information > Biographical > Names. If there is an ID number, please provide above.

If an ID number doesn't exist, then provide the last four (4) digits of the instructor's social security number.

Last 4 digits of SSN: xxx-xx-_____

Campus:　☐ ARC　☐ CRC　☐ DO/Ethan　☐ FLC　☐ SCC

Semester / Term:　☐ Fall　☐ Spring　☐ Summer

	Academic Org	Subject Area	Discipline*
1			
2			
3			
4			
5			
6			

Name of Requestor: _____ Date: _____

Notes (*i.e. emergency hire, etc.*):

[ ]

*Refer to "Disciplines and Areas" in **[CCCCO Minimum Qualifications Handbook](#)**

Once complete, please e-mail to the appropriate Human Resources mailbox, linked below. IAT will be processed upon verification of employee meeting minimum qualifications for discipline(s) above.

Full Time Faculty (Ten. Track/Tenured/LTT/CAT Funded): HR-FTFaculty@losrios.edu

Part-Time Faculty (Adjunct/Overload/SSI): HR-PTFaculty@losrios.edu