ADJUNCT FACULTY APPROVAL FORM

Program Seeking Approval: _____

Legal Name of Faculty: _____

A#: _____

It is hereby requested that the above-named person be approved to serve as a faculty member for Vincennes University to teach the following courses: **COMPLETION OF THIS FORM IS NOT CONFIRMATION OF EMPLOYMENT AT VU. A PAYROLL NOTIFICATION MUST BE COMPLETED BEFORE TEACHING AT VU.**

Hotel and Motel Management

Requested	Approved (Initial)	Denied (Initial)	Course #	Course Name
			HOTL-120	Front Office Management
			HOTL-135	Introduction to Tourism Management
			HOTL-145	Introduction to Events and the Meeting Planning Industry
			HOTL-150	Housekeeping and Maintenance Management
			HOTL-200	Hotel and Restaurant Food Operations
			HOTL-210	Hotel Conventions and Marketing
			HOTL-230	Hospitality Budgeting, Forecasting, and Cost Controls
			HOTL-240	Hospitality Security
			HOTL-241	Hospitality Customer Services
			HOTL-242	Dining Room Management
			HOTL-187	Special Instruction***
			HOTL-188	Special Instruction***
			HOTL-189	Special Instruction***
			HOTL-297	Special Project***
			HOTL-298	Special Project***
			HOTL-299	Special Project***
A subtitle is required for all Special Instruction/Project courses -- Please write the requested subtitle in following the * on the appropriate course line**				

Updated for 2023-24 Academic Year

REVIEWED BY:

Non-Vincennes Campus

Department/Program Chair _____ Date _____

Director/College Dean _____ Date _____

Vice President _____ Date _____

Vincennes Campus

Department/Program Chair _____ Date _____

College Dean _____ Date _____

Provost _____ Date _____

NOTES: _____