

**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 Pensacola State College 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 \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_