



# **Roane State**

## **COMMUNITY COLLEGE**

276 Patton Lane Harriman, TN 37748-5011 (865) 882-4679 Fax (865) 882-4687

---

---

### INTEROFFICE MEMORANDUM

---

---

TO: ACADEMIC DIVISION CHAIRS

FROM: A. ODELL FEARN

SUBJECT: CERTIFICATION/FACULTY FORM

DATE: SEPTEMBER 1, 1998 (REVISED MARCH 4, 2002)

---

The attached Certification/Faculty Form is a new Human Resources personnel form that is required on all new regular faculty (hired beginning fall 1997) and all adjunct faculty (including adjuncts that have taught before) that will teach for RSCC beginning fall term 1998. This Certification/Faculty Form will become a part of the employee's permanent personnel file. The form must be sent with the Employment compliance Form and/or the Adjunct Contract.