

**GLENDALE COMMUNITY COLLEGE
HUMAN RESOURCES
PROFESSIONAL EXPERT REQUEST FORM**

Professional Expert positions must be reviewed by the Human Resources Department. Professional experts are not authorized to work until they are approved by the Board of Trustees. Assignments are temporary and shall not exceed 260 days and may only work one assignment at a time.

Division/Department: _____

Start Date: _____ **End Date:** _____ **Hours/Day:** _____ **Hours/Week:** _____

Account #: _____

Justification for hiring a Professional Expert: _____

Description of duties to be performed: _____

Requested By: _____
(Classified/Academic Managers or Division Chairs)

Date: _____

Authorized By: _____
(Vice Presidents or Deans)

Date: _____

Authorized By: _____
(CSEA President) OR (Guild President)

Date: _____

Authorized By: _____
(Human Resources)

Date: _____

For Human Resources Use ONLY

Approved

Title of Position: _____

Hourly Rate: _____

Not Approved
