REQUEST FOR PART-TIME FACULTY
APPOINTMENT WITHOUT RECRUITMENT FORM
(PROV-200)

Banner ID:_____ Name:_____

                                     Last   First   Middle

     New Hire (never employed by Auburn University; Direct Hire in PeopleAdmin)

     Retiree (retired from Auburn University; Direct Hire in PeopleAdmin)

     Current Part-Time Employee (submit an Electronic Personnel Action Form)

☐ Foreign National (please contact the Office of International Programs for work authorization)

Please complete the following fields. The semi-monthly/monthly rate should be the <u>actual</u> amount to be paid to the employee per payroll period. See instructions for calculations of FTE, hours per pay, and salary.

Home Org:_____ Home Dept: _____

Supervisor's Position #: _____ Supervisor's Banner ID #: _____

Timesheet ORGN: _____ Division: _____ Location ID: _____

Begin Date: _____ End Date: _____

Position #: _____ Suffix: _____ Title: _____

FTE:_____ Hours per Pay:_____ Semi Monthly Rate ☐ $_____ Monthly Rate ☐ $_____

Total Semester Salary: $_____ Annual Salary: $_____ FOP: _____

Please complete the table below for the courses this faculty member will be teaching:

Course Prefix and Number*	Course Section	Course Title	Credit Hours	Does this course fulfill General Education Requirements? (yes/no)	Is this a required Core or Major course? (yes/no)

     *If teaching a 6xxx/7xxx/8xxx level course, does faculty member have Graduate Faculty Status?   Yes   No

Attach the following supporting documentation:

If this faculty member has taught the course(s) listed above in a previous term, please attach PZRFAC2 exported from Banner9. Official transcripts of all graduate coursework must be retained in the department.	**OR**	If this faculty member has not taught the course(s) listed above in a previous term, please attach both of the following: • Current CV • Official transcripts of all graduate coursework

Approval Signatures

_____   _____

Department Signature   Date   Dean's Office Signature   Date

_____

Provost's Office Signature   Date

Date Prepared:_____ Prepared by:_____ Phone #: _____

Instructions for PROV 200: The Request for Part-Time Faculty Appointment without Recruitment form or PROV200 is for faculty appointments that are full-time for one academic semester only or part-time that do not require a formal search process. This is not a request for a search waiver for a permanent position. Once completed, the form is routed for approval signatures from the department, dean's office, and Provost's Office at FacultyPositions@auburn.edu

New Hires are individuals that have never been employed by Auburn University. The individual will be hired through PeopleAdmin as a direct hire.

Current Employees are active employees and may have active part-time jobs. Units will submit a new electronic personnel action form (EPAF).

Foreign Nationals are non-US citizens. Units should consult with the Office of International Programs for work authorization.

Name: as it appears on individual's identification document. Human Resources Liaisons should compare the name against the background check and/or official transcripts.

Home Org: a six (6) digit number identifying the department.

Timesheet ORGN: an alphanumeric code that corresponds to the department's time sheet in Kronos.

Division: a three (3) digit number identifying the college or vice-presidential unit.

Location ID: a six (6) digit number to identify the physical address of the department.

Begin date: the date the job begins; date should be August 16 for fall appointments, January 1 for spring appointments, or May 16 for summer appointments.

End date: the date the job is expected to end; date should be December 31 for fall, May 15 for spring, or August 15 for summer.

Position number: the position number assigned to this individual for this work. Please review position attributes (monthly-paid faculty, semi-monthly-paid faculty, position title, etc.) using NBAPOSN in Banner9.

Suffix: a two (2) digit number, typically 00.

Title: the title associated with the position number. Please review position attributes (monthly-paid faculty, semi-monthly-paid faculty, position title, etc.) using NBAPOSN in Banner9.

FTE (Full-Time Equivalent): Percent of time of the appointment approved by Provost Office. A 1.0 or 100% FTE is a traditional 40 hour per week appointment.

Hours Per Pay: A traditional 1.0 FTE, 40-hour per week position works 2,080 hours/year (40 hours/week x 52 weeks/per year) or 173.33 hours per month (2,080/12 months) or 86.67 hours per semi-monthly pay period (173.33/2 pay periods per month). When paying less than 1.0 FTE, multiply the base number of hours (173.33 for monthly-paid positions; 86.67 for semi-monthly paid positions) by the FTE.
    Example: 173.33 x 25% = 43.34 (monthly)
    Example: 86.67 x 25% = 21.67 (semi-monthly)

Semi-Monthly or Monthly Rate: the actual amount the employee will be paid for each semi-monthly or monthly payroll period.

Total Semester Salary: the actual amount the employee will be paid for the entire semester (4 ½ monthly pay periods; 9 semi-monthly pay periods; 6 semi-monthly summer pay periods)

Annual Salary: The actual amount the employee would be paid if they worked for an entire year. For semi-monthly positions, multiply the semi-monthly rate by 18 pay periods (or 6 semi-monthly pay periods for the summer semester only). For monthly positions, multiple the monthly rate by 12 pay periods.