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(for appointment ending Extra Service Payment		Vice President		
(Note course/days per week in comment section below)		Dave U.D.		
Promotion		Payroll Director		
Department Chair Appo		Budget Office		
Permanent (Professiona	l) Appointment			·
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Instructions for Completing APP Form for Adjuncts

Please fill in the following:

- #1 Department Name
- #2 Effective Dates:

For FY12/13 Adjuncts - Fall 8/16/12-1/2/13; Spring 1/3/13-5/22/13

- #3 Title is Adjunct
- #4 Department Name
- #5 Department Account No.
- Do Not Complete: Section 3 is completed ONLY for full-time faculty who are doing #6 extra service, etc. as stated.
- #7 Adjunct's name

Social Security # - must have it filled in if they want to get paid Home address

Campus address - office where they will get their mail Campus phone

- This is important information to get as it affects payroll paperwork needed to be done. #8 If this person is going to be assigned students to advise, you must check yes. If there is #9
- no check in either box, it will be assumed that the person will not be doing advisement. Please list the courses including the section number this person will be teaching - CRN is #10 also helpful to have.

It is extremely important to have accurate information in Section 5! Human Resources and Payroll generate the contract letter and the salary for the adjunct from this section. If, after submitting the APP, the adjunct's schedule must be changed, please send a request to change the schedule and revise the APP (e-mail is fine for this) to your Dean and Cindy Magee.

**For those adjuncts who are term temp (have completed 6 or more consecutive semesters here), you must include both fall and spring courses on the Fall APP. Since you will not know what the spring courses will be when doing the fall APP, you can just list the Spring course i.e. HIST 101 and just say 1 section instead of a specific section number. Reminder: If the adjunct's schedule changes (i.e. teaches more or less sections than what was stated), you will need to do a revision notice to the appropriate Dean and Cindy Magee.

If the adjunct has never taught for the College, please write the word, NEW, next to the person's name. This tells us that the person must be entered into the BANNER system as an instructor.

Instructions for Completing APP Form for a Full-time Faculty person doing Extra Service

Please fill in the following:

- #1 Department Name
- #2 Effective Dates:

This is the date of the first class and the date of the last class (date of Final exam)

- #3 Title is Assistant, Associate, or full Professor according to individual's rank.
- #4 Department Name
- #5 Department Account No.
- Complete Section 3 check extra service payment. Under comments please include the #6 course number, section no., days and time the course meets and s.h. of the course.

If you have any questions, you can call

at 436-3405. Thank you.

Instructions for Completing APP Form for a Full-time Faculty person doing Extra Service

Please fill in the following:

#1 Department Name

- #2 Effective Dates: This is the date of the first class and the date of the last class (date of Final exam) or the actual date or dates the person will be working
- #3 Title is Assistant, Associate, or full Professor according to individual's rank.

#4 Department Name

- #5 Department Account No.
- #6 Complete Section 3 check extra service payment. Under comments please include the course number, section no., days and time the course meets and s.h. of the course or a description of the duties the person will be completing such as attending XXX workshop, etc.

If you have any questions, you can call

: 436-3405: Thank you.