

Part Time Faculty Position

The College of William and Mary/VIMS

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| Employer: <input type="checkbox"/> W&M <input type="checkbox"/> VIMS | Banner ID # : Employee Name: <div style="display: flex; justify-content: space-between; width: 100%;"> Last First Middle </div> | Date: |
|---|---|--------------|

POSITION ASSIGNMENT DATA

| | | | |
|---------------------|------------|---|------------|
| Effective Date | Home Org | Position Action <input type="checkbox"/> Establish Position <input type="checkbox"/> Position Renewal <input type="checkbox"/> Funding Change <input type="checkbox"/> Change in Rank/Title <input type="checkbox"/> Abolish Position <input type="checkbox"/> Other: _____ | |
| | Department | | |
| Position Title/Rank | | Position Number | Class Code |

COMPENSATION/LABOR DISTRIBUTION **POSITION TYPE**

| Index | Account | Percent | |
|-------|---------|---------|--|
| | | | <input type="checkbox"/> Instructional <input type="checkbox"/> Administrative <input type="checkbox"/> Professional |
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| Term Fall Semester 20____ Academic Year 20____ Spring Semester 20____ Other: Begin ____ Credit Hours ____ End ____ | Employee Action <input type="checkbox"/> Original Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Rehire <input type="checkbox"/> Salary/Rate Adjustment <input type="checkbox"/> Change in Term <input type="checkbox"/> Additional Assignment <input type="checkbox"/> Transfer <input type="checkbox"/> Other: _____ |
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|-------------------|--------------|---------------|
| Semi-Monthly Rate | Total Salary | # Pay Periods |
|-------------------|--------------|---------------|

APPROVALS

| | | | |
|-------------|-------|---------------|-------|
| Dept. Head: | Date: | Budget: | Date: |
| Dean/VP: | Date: | Compensation: | Date: |
| I-9: | Date: | Banner: | Date: |