



## Adjunct Faculty Position Request

<b>Employer:</b> <input type="radio"/> W&M <input type="radio"/> VIMS	<b>Banner ID:</b>  <b>Employee Name:</b> <div style="display: flex; justify-content: space-between;"> <span>Last</span> <span>' First</span> <span>MI</span> </div>	<b>Date:</b>
<b>POSITION ASSIGNMENT DATA</b>		
Effective Date	Home Org	<b>Position Action</b> <input type="radio"/> Establish Position <input type="radio"/> Funding Change <input type="radio"/> Change in Rank/Title <input type="radio"/> Abolish Position <input type="radio"/> Other: _____
First Day Worked (may be different than effective date)	Department	
Position Title/Rank	Position Number	Class Code
<b>COMPENSATION/LABOR DISTRIBUTION</b>		
Index	Account	Percent
<b>Term</b> Fall Semester    20_____                  Academic Year 20 ____ Spring Semester    20_____                  Other: Begin    ____ Credit Hours    End                  ____		<b>Employee Action</b> <input type="radio"/> Reappointment as adjunct <input type="radio"/> Salary/Rate Adjustment <input type="radio"/> Change in Term <input type="radio"/> Additional Assignment <input type="radio"/> Other:
Semi-Monthly Rate	Total Salary	# Pay Periods
<b>APPROVALS</b>		
<b>Department Head:</b>  <b>Date:</b>		<b>Dean/VP:</b>  <b>Date:</b>