



Adjunct Faculty Position Request

Employer: <input type="radio"/> W&M <input type="radio"/> VIMS	Banner ID: Employee Name: <div style="display: flex; justify-content: space-between;"> Last ' First </div>	Date:
POSITION ASSIGNMENT DATA		
Effective Date	Home Org	Position Action <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
COMPENSATION/LABOR DISTRIBUTION		
Index	Account	Percent
Term Fall Semester 20_____ Academic Year 20 ____ Spring Semester 20_____ Other: Begin ____ Credit Hours _____ End ____		Employee Action <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
APPROVALS		
Department Head: Date:	Dean/VP: Date:	Finance/OSP: Date: