

WHEN TO USE A FACULTY AUTHORIZATION FORM

- **Recruiting** for a vacant faculty position. *Complete Department and Recruitment sections of the authorization.*
- **Hiring** a new faculty member. *Complete Employment section on the original Recruitment authorization for that position.*
- **Changes to current faculty members or positions:** additional jobs, changing salary, terminating or retiring. *Complete Department and Employment sections of the authorization.*

DEPARTMENT - SECTION

- The **Department Information** section must be completed on ALL Employment Authorizations.
- Check **Primary** if the authorization refers to an employee's main position.
- Check **Additional** if you are employing a current faculty member to do an additional job.
- Check **Re-Appointment** if it's a renewal of current position after an Appointment End Date.
- Check **Change** if you are making a change to an existing position.
Please include a clear explanation of the change (e.g. number of pays, index, FTE, salary, etc.)

RECRUITMENT INFORMATION/BUDGET APPROVAL - SECTION

- If the **proposed salary** exceeds the **current position budget** please check the "Transfer Attached" box and attach a completed Budget Transfer form to correct the position budget.
- For PT Lecturers: Please include course(s) they will be teaching.

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| Account numbers that can be used on a Faculty authorization include: |
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Number	Definition	Notes
6001	Professor	Tenured or Tenure Track Only
6002	Associate Professor	Tenured or Tenure Track Only
6003	Assistant Professor	Tenured or Tenure Track Only
6004	Instructor	Tenured or Tenure Track Only
6005	Lecturer (Temporary Faculty)	
6006	Faculty Other	Additional jobs for T/TT only
6009	Awards and Honoraria	
6011	Academic Chairs	
6013	Academic Administration	
6043	Stipends - All	

EMPLOYMENT/HIRING INFORMATION - SECTION

- If the **offered salary** exceeds the salary approved in the RECRUITMENT INFORMATION/BUDGET APPROVAL section, please check the "Transfer Attached" box and attach a Budget Transfer form to correct the position budget.
- After a candidate has been cleared for hiring, complete the lower portion of the EMPLOYMENT/HIRING INFORMATION Section, and circulate for final signatures.
- Attached the Curriculum Vitae and the Dean's New Faculty Appointment Letter for new Faculty/part-time Lecturers.
- Please provide new hire's current mailing address. If a re-hire, please confirm address is still current.
- **Effective date** is the employee's start date.
- If the employee is going to be paid one time only or in sporadic payments, the employee must be paid by voucher stipend.
- If there are two or more consecutive payments, do not use a voucher.
- For stipends, include the number of payments and the entire amount of stipend in space provided.

ADDITIONAL NOTES

- Make sure all information is filled out completely (i.e. index, org#, and end date). If any information is missing, the authorization **will be returned** which may cause a pay check **delay**.
- All Employment Authorizations within the Academic Division must be approved by the Academic Budget Officer before submittal to the University Budget Office or Sponsored Programs.
- Allow a minimum of two business days per office for the authorization to circulate. Allow for approval by: Division VP or Provost's Office, Sponsored Programs (where applicable), University Budget Office, Human Resources and Payroll.
- Pacific ID is only needed for current employees - HR assigns all new employees a Pacific ID number when the Authorization form has been submitted.