



# Adjunct PAF Form

## DREXEL UNIVERSITY

Action

ORIGINAL Adjunct PAF       REVISION Adjunct PAF

Select Period Type:      Select Period:  
 Term       Fall    Winter    Spring    Summer  
 Semester

Preparer:

Phone # :

Date :

SECTION 1: Authorization to Hire

Last Name		First Name		Employee ID/Social Security #	
Home Orgn	Timesheet Orgn	Position #	Select One Title:	<input type="checkbox"/> FT Empl /PT Teaching <input type="checkbox"/> Adjunct	
Home Department Name:					
Salary for Term/Semester		Contract Start Date <i>Eg. 1/1/04</i>		Contract End Date <i>Eg. 3/31/04</i>	
Credit Hour Rate	Total Credits	Fund	Orgn	Acct <input type="checkbox"/> 2060 FT <input type="checkbox"/> 2080 PT <input type="checkbox"/> 2083 PT <input type="checkbox"/> 2085 FT	

## SECTION 2: Courses

Course ID	Section	Credit(s)	Days/Hrs
<i>Eg. ISYS101</i>	1	3	MWF: 9-9:45

*For any questions, email HRIS@drexel.edu*

Credit Hour Rate \* Total Credits = Total Salary for Term and/or Semester

Contract Start Date is always the FIRST day of the month - Contract End Date is the LAST day of the month

COMMENTS

*For follow-up purposes, preparer is required to provide return phone#:*

SECTION 3: Approvals:

Principal Investigator / Cost Center Administrator	Date :
Name:	
Dean / Director	Date :
Name:	
President and/or Vice President	Date :
Name:	
Office of Research Administration* (3201 Arch Street Suite 100)	Date :
Name:	
Human Resources (3201 Arch Street Suite 430)	Date :
Name:	