

## Continuing Education Instruction Form for Faculty

**Instructions for current faculty members:** This form is to be completed for a faculty member who teaches a Continuing Education (CE) course(s). This teaching must be outside the scope of the faculty member's regular responsibilities; must be occasional; for a limited duration (i.e., one or two days or one or two weeks); and compensation must be nominal relative to the faculty member's contractual salary. Neither a PAF nor a contract is needed for these appointments.

- Hiring Department Head (if faculty member is appointed in a department/unit outside the faculty member's department/unit) or Primary Supervisor completes form and obtains signatures.
- Faculty member's Primary Supervisor (department/unit where the faculty member is appointed) **must certify** that the total compensation for all overload jobs during the academic year and summer may not exceed 33.33% of the faculty member's contractual salary.

**NOTE FOR NON-RESIDENT ALIENS:** Please consult with the VCU Office of International Education-Immigration Services prior to making any commitment to the employee.

**Instructions for CE Instructors who are first-time VCU employees:** A contract and all new hire paperwork required for adjuncts are needed for these initial appointments. No PAF is needed for these appointments.

<b>FACULTY NAME (LAST, FIRST, MIDDLE INITIAL)</b>			<b>V-ID NUMBER*</b>	<b>HIRING DEPT HOME ORG #</b>
<b>HIRING DEPT/UNIT</b>	<b>HIRING DEPT PH #</b>	<b>HIRING SCHOOL</b>		<b>HIRING DEPT TIMESHEET ORG #</b>

<b>TOTAL COMPENSATION</b>	<b>ASSIGNMENT BEGIN DATE</b>	<b>ASSIGNMENT END DATE</b>	<b>FTE</b>	<b>ECLASS</b>
\$				AJ – Adjunct Faculty

<b>POSITION CLASS</b>	<b>POSITION #</b>	<b>JOB SUFFIX</b>	<b># PAYS</b>	<b># MONTHS</b>	<b>INDEX</b>	<b>ACCOUNT</b>	<b>PERCENT</b>	<b>PAY RATE</b>
AJ003- Continuing Ed Instructor	#J00003							

<b>CONTINUING EDUCATION COURSE INFORMATION</b>	
<b>COURSE TITLE</b>	<b>INSTRUCTION DATES</b>

<b>RECORD OF OTHER CE COURSE(S) TAUGHT IN SAME ACADEMIC YEAR (INCLUDING SUMMER).</b> This information is required. Add more courses as needed.	
<b>COURSE TITLE</b>	<b>INSTRUCTION DATES</b>
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<i>Signature of Faculty Member</i>	Date

**Hiring Department/Unit Approval**

<i>Signature of hiring Department Head (if faculty member is appointed in another department/unit)</i>	Date

**Approvals from Management of Primary Appointment**

I certify that the work to be performed through this overload job is not part of the faculty member's regular responsibilities and that the amount to be earned through all overload jobs does not exceed 33.33% of the primary job's contractual salary.

<i>Signature of Supervisor</i>	Date

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<i>Signature of Director, Department Head, or Chair</i>	Date

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<i>Signature of Dean</i>	Date

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<i>Signature of Vice President (or designee)</i>	Date

\*Contact faculty member's Personnel Administrator for V-ID number