

**REQUEST FOR FACULTY APPOINTMENT  
WITHOUT RECRUITMENT AUTHORIZATION FORM  
(PROV 200 Form)**

Banner ID: \_\_\_\_\_ Name: \_\_\_\_\_  
Last First Middle

New hire  (never employed by Auburn University)

Rehire  (has been employed by Auburn University but has a status of terminated or  
has been employed by Auburn University but did not convert to Banner)

Current part time employee  Current full time employee  Foreign National: Yes  No

9 mo faculty  12 mo faculty  12 mo Admin/Prof

**Attach UPO-10 for faculty or HR-12 for Admin/Prof. Position will be processed as a Z Job (ADJZJ) and paid on bi-weekly payroll**

Home Org: \_\_\_\_\_ Home Dept: \_\_\_\_\_

Check Dist: \_\_\_\_\_ District/Div: \_\_\_\_\_ Location ID: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position #: \_\_\_\_\_ Suffix: \_\_\_\_\_ Title: \_\_\_\_\_

FTE: \_\_\_\_\_ Hours per Pay: \_\_\_\_\_ Semi-monthly Rate  \$ \_\_\_\_\_ Monthly Rate  \$ \_\_\_\_\_

Total Semester Salary: \$ \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_ FOP: \_\_\_\_\_

The semi-monthly/monthly rate should be the actual amount to be paid to the employee per payroll period. See instructions for calculation of semi-monthly annual salary for fall and spring semesters and summer term.

**Course number:** \_\_\_\_\_ **Credit Hours/Course:** \_\_\_\_\_ **Section Number:** \_\_\_\_\_

\_\_\_\_\_

**Total FTE:** \_\_\_\_\_

**Previous employment**  (Instructor, Assistant Professor, Associate Professor, or Professor or Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor)

Attach PZRAC2 for employment in Banner for dates beginning July 1, 2006 to present. **Highlight all assignments with the titles listed above.**

**CV and transcripts attached**  (Required for all new hires and rehires with a service break of 3 years or greater.)

**Approval Signatures:**

\_\_\_\_\_  
Department

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Provost

Date Prepared: \_\_\_\_\_ Prepared by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Notify EPAF Approval GID: \_\_\_\_\_

Revised 10/2008

**Instructions for PROV 200 Form:** This form is used to approve hiring individuals without a search to teach courses each semester. This form is used for new hires, rehires of part-time 9 month or 12 month faculty, and Administrative Professional employees. Complete this form and submit to the Provost Office for approval. **New Hires:** Attach all required hiring paperwork according to the EPAF New Hire checklist and forward to Human Resources. **Rehires or Current Employees:** Complete an EPAF. Note in comment section that an approved PROV 200 will be forwarded to Human Resources. Also note if a UPO-10 or HR-12 has been approved and sent to Human Resources for all full time employees.

**Name:** as it appears on the Social Security Card.

**Home Departmental Organization:** a six (6) digit number assigned by finance.

**Check Distribution:** an alpha/numeric code where the check advice will be sent.

**District/Division:** a three (3) digit number for the division this department reports to.

**Location ID:** a six (6) digit number to show the location of the job. This is used for mail outs.

**Begin date:** the date the job begins (date should be August 16, January 1, or May 16).

**End date:** the date the job is expected to end (**date must be December 15, May 15, or August 15**).

**Position number:** the departmental position the employee is assigned to for this assignment. Z job position number is ZJ, the timekeeping location and a zero (example: ZJ4240)

**Suffix:** a two (2) digit number.

**Title:** the title given the employee if different from the Position title. If current employee, list current title

**FTE:** Percent of time of the appointment approved by Provost Office

**Hours Per Pay:** Hours in the month times FTE for which the employee will be paid

Example:  $173.33 \times 50\% = 86.67$ (monthly)

Example  $86.67 \times 50\% = 43.34$ (semi-monthly)

**Semi-Monthly Rate:** the actual amount the employee will be paid for each payroll period.

**Monthly Rate:** the actual amount the employee will be paid for the month.

**Total Semester Salary:** the actual amount the employee will be paid for the entire semester.

**Annual Salary:** Calculate **semi-monthly** annual salary as follows:

**Fall semester:** amount approved divided by 9 payroll periods times 18.

**Spring semester:** amount approved divided by 9 payroll periods times 18.

**Summer Term:** amount approved divided by number of pay periods to be paid times six (6).

**Approval signatures:** signatures from the Department, Dean, and Provost offices.

**Date Prepared:** the date the form was prepared.

**Prepared by:** the name of the person who prepared the form.

**Phone number:** the number where the person who prepared the form can be reached.

**Notify EPAF Approval GID:** Global ID of the person to receive the FYI notification that the EPAF has been applied to the system. Ex: mouseml