Faculty Action Request Form Instructions
(Including Graduate Assistants, Teaching Associates, and Instructional Student Assistants)

When to Use This Process

The Faculty Action Request (FAR) form is to be used in the event an appointment correction is necessary for an existing temporary faculty, graduate assistant, teaching associate, or instructional student assistant.

Steps for Completing the Faculty Action Request (FAR) Form

1. Fill in the blanks on the FAR form. The yellow boxes denote required fields. These fields must be completed to submit the form.
2. Be sure to use a PIMS fraction in the PIMS fraction field. Use the PIMS fraction calculator form if necessary.
3. The REMARKS field is required to state notes about the reason for the transaction request.
4. Print a hard copy and obtain appropriate signatures.
5. Send the original completed and signed FAR form to Academic Talent Management (ATM) for review (CP-740).
6. ATM will process and submit the completed form to Payroll Services.
7. If necessary, the preparer will be notified of a corrected appointment.

Things to Keep in Mind

- If changing a Grade/Range due to a terminal degree, please note in remarks as well as send a copy of the original transcript with the form.

Questions...

Should you have any questions regarding the appointment of temporary faculty, graduate assistants, teaching associates, or instructional student assistants, please contact Academic Talent Management at (657) 278-8040.

Faculty Action Request Form
Temporary Faculty/ Graduate Assistant/ Teaching Associate/ Instructional Student Assistant

IMPORTANT: Please read the detailed instruction page before completing this form.

CWID _____ Today's Date _____ Dept Name _____

SCO Number _____   _____   _____
　　　　　　　　　　　Agency　　　*Reporting Unit*　　*Class Code*

CMS Position # _____ College/Division _____

Name _____   _____   _____
　　　　　　　First Name　　　　　　　　　　*MI*　　　　　　　　　　　　*Last Name*

Degree Information: College_____ Degree Type _____ Degree Date _____

Action Requested

Check all that apply:　　　Temp Faculty　　　G.A.　　　T.A.　　　I.S.A.

	Classification/Job Title	Department/Unit	Term
Current Information			
New/Changed Information			**ISA's ONLY**

Job information	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Range/ Grade	Paid Units	PIMS Fraction	Base Pay	Range Hours From	Range Hours To
Current Information										
New/Changed Information										

REMARKS

APPROVALS	Printed Name	Signature	Date	Extension
Prepared By				
Dept Chair				
Dean/Designee				
HRDI				

HRDI COMMENTS

Revised 06/18/2020