



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 Employment Services (AES) for review (CP-700).
6. AES 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 Human Resources, Diversity and Inclusion at (657) 278-2425.



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