

**THE COLLEGE OF WILLIAM AND MARY
VIRGINIA INSTITUTE OF MARINE SCIENCE**

FULL-TIME/PART-TIME FACULTY POSITION FORM

(Instructional, Administrative, Professional)

POSITION INFORMATION						
Date	Type of Action <input type="checkbox"/> Establish New Position <input type="checkbox"/> Change Rank/Title <input type="checkbox"/> Fill Vacancy <input type="checkbox"/> Change Term <input type="checkbox"/> Abolish Position <input type="checkbox"/> Funding Change <input type="checkbox"/> Position Renewal <input type="checkbox"/> Separation <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Other _____			Department		
Corporation <input type="checkbox"/> W&M State (204) <input type="checkbox"/> W&M Local (301) <input type="checkbox"/> VIMS (268)				Division	Effective Date	
POSITION ATTRIBUTES						
Attribute	Present	Proposed				
Incumbent						
Position Number						
Class Code						
Full-Time/Part-Time	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				
Position Type	<input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Instructional	<input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Instructional				
Position Status	<input type="checkbox"/> Continuing (P) <input type="checkbox"/> Restricted (R)	<input type="checkbox"/> Continuing (P) <input type="checkbox"/> Restricted (R)				
Position Rank						
Internal Title						
Term of Position	<input type="checkbox"/> 9 Months (Academic Year) <input type="checkbox"/> 12 Months (Fiscal Year) <input type="checkbox"/> Spring Semester <input type="checkbox"/> Fall Semester <input type="checkbox"/> Other: Begin _____ End _____	<input type="checkbox"/> 9 Months (Academic Year) <input type="checkbox"/> 12 Months (Fiscal Year) <input type="checkbox"/> Spring Semester <input type="checkbox"/> Fall Semester <input type="checkbox"/> Other: Begin _____ End _____				
Salary						
HRS FUNDING SOURCES			PMIS FUNDING SOURCES			
FRS Account	Object Code	Amount %	Pgm/Sub/Fund	Fund	Amount %	
APPROVALS						
Chair/Dept. Head:		Date:	Budget:		Date:	
Dean/Vice President:		Date:	Provost:		Date:	
Sponsored Research:		Date:	Class/Comp:		Date:	
AA/EEO:			HRS:		PMIS:	

Instructions for completing the “Full-Time/Part-Time Faculty Position” form:

Note: Complete ALL appropriate boxes.

- Date: Print today's date;
- Corporation: Mark the correct corporation in which the position is funded;
- Type of Action: Select the correct type of action;
- Department: Print the 5-digit departmental code;
- Division: Print the 3-digit division code;
- Effective Date: Faculty effective date should be August 10th;
- Position Attributes- Present and Proposed: Fill out the appropriate information;
- HRS Funding Sources: Department Account Number, Object Code and Account %:
- Approvals: Obtain all signatures with dates;