Temporary Faculty Exception Process
(Including Graduate Assistants, Teaching Associates, and Instructional Student Assistants)

What is the Temporary Faculty (TF) Exception Hiring Process?
The exception process is a two step procedure that will warrant both a faculty action request (FAR) form and a revised appointment letter. The appointment letter may or may not need to be processed manually. In the case of an exception, it is likely that a manual appointment letter will be necessary. In the case of a revision, it is likely that the system will be able to generate the appointment letter.

When to Use…
Most commonly, the temporary faculty exception process 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. Other rare events such as the appointment of a summer teaching associate may warrant the use of this process as well. Detailed instructions for completing the manual appointment offer and faculty action request (FAR) form are below.

Step I
Completing the Manual Appointment Offer and submitting to your deans office
1. Save a blank copy of the appropriate appointment offer template to your computer.
2. Fill in the appointment offer template with the new information.
3. If this is a revision to an existing appointment, be sure to type the word REVISED on the appointment offer.
4. Send an electronic copy of the appointment offer to Faculty Affairs and Records for review.
5. Faculty Affairs and Records will review the appointment offer and return with any corrections to the department/college.
6. Department/college will obtain appropriate signatures on the appointment offer (dean and employee required)
7. Be sure to double check your work and keep a copy for your records.

Step II
Completing the Faculty Action Request (FAR) Form
1. Fill in the blanks as indicated on the FAR form. Asterisk (*) denotes a required field.
2. Be sure to use a PIMS fraction on the time base field.
3. Print a hard copy and obtain appropriate signatures (department and college).
4. Send original FAR form to Faculty Affairs and Records for review (MH-128).
5. Faculty Affairs and Records will complete the appropriate section marked “For Faculty Affairs Use Only.” Sign and submit the completed documentation to Payroll Services for processing.

Questions…
Should you have any questions regarding the appointment of temporary faculty, graduate assistants, teaching associates, or instructional student assistants, please contact Faculty Affairs and Records at (657) 278-2125.

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