PART-TIME INSTRUCTOR PERSONNEL ACTION FORM

SECTION A:
Hiring Department ___________________________ Budget Number (9 Digits) ______________________ Appointment term:
(Fall, Spring, Summer, or Maymester) (Year)

SECTION B:

<table>
<thead>
<tr>
<th>Name (Last, First, M.I.)</th>
<th>Panther # (9 digits)</th>
<th>Speedtype</th>
<th>Title</th>
<th>Total Compensation</th>
<th>Per month compensation</th>
<th>Start Date</th>
<th>End Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example - Doe, John B.</td>
<td>190608006</td>
<td>DJLH5</td>
<td>PTI</td>
<td>$2,400</td>
<td>$600</td>
<td>08/23/13</td>
<td>12/31/13</td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signatures—I certify that all PTI’s will teach the number of courses shown. If a change in the course load occurs, I will provide the change notice to the appropriate person.

1. Department Head ___________________________ Date ___________________________

2. Dean’s Office ___________________________ Date ___________________________

3. Grant’s & Contracts ______________________ Date ___________________________

4. Other ___________________________ Date ___________________________

1. DIRECT ALL NEW PTI’S TO HUMAN RESOURCES, PRIOR TO BEGINNING WORK.
2. If rehiring a retiree, reproduce on pink paper.
3. For all other PTI’s, reproduce on blue paper.