

**BARNARD COLLEGE
Faculty Appointment & Payroll Form**

Directions: This form is required for all faculty appointments, including TA's and graders. Please fill out the entire form before bringing it to the Provost's Office for approval and processing.

LAST _____ FIRST _____ MIDDLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ EMAIL ADDRESS _____

S.S. NO. _____ DATE of BIRTH _____ GENDER M F

START DATE _____ END DATE _____

DEPARTMENT _____ ACCOUNT NO. & OBJECT CODE* _____

RANK/TITLE _____

FTE _____ SALARY _____ PAY INSTALLMENTS _____

SUMMER SALARY _____

STIPEND _____

FALL
SPRING
OTHER

Course Schedules:

Additional Information for Payroll & Benefits (To be filled out by Provost Office Only)

Chair / P.I. / Program Director

Date

Provost

Budget Director/Associate Controller

For complete instructions on completing appointment forms, please see Appendix A in the Chair's Manual: <http://www.barnard.edu/provost/ChairsManual/appendixA.html>

*OBJECT CODE KEY

4004	Full-time Professor, Associate Professor, Assistant Professor
4005	Full-time Term Professor, Term Associate Professor, Term Assistant Professor, Professor of Professional Practice Series
4006	Full-time Lecturer, Associate, Senior Lecturer, Senior Associate
4007	All part-time faculty
4008	Teaching Assistant, part-time Lab Associate, Grader, Reader
4062	Stipend

**FTE ALLOCATION CALCULATION

1.00	All Full-Time Faculty
0.200	Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor Part-time Visiting Professor, Part-time Visiting Associate Professor, Part-Time Visiting Assistant Professor
0.167	Part-time Lecturer, Part-time Associate
N/A	Teaching Assistant, Part-time Lab Associate, Grader, Reader

For information on Officer of Instruction titles, please see Section II in the Academic Code: <http://www.barnard.edu/provost/policies/code.html#II>

[Sample letter to new part-time faculty hires.](#)

[Sample letter to new teaching assistants, part-time lab associates, graders, and readers.](#)