

PA Naming Convention in the email subject line AND the attached PDF file

For a new Employee:

1.Last name, first initial. department

(ex: 1.Cooper, V. BUCS) *NO SPACE BETWEEN 1.and the last name

For a new Adjunct:

2.Last name, first initial. department, SP25

(ex: 2.Cooper, V., BUCS, SP25) *NO SPACE BETWEEN 2.and the last name

No VP signature required

For a returning Adjunct:

3.Last name, first initial. department, SP25

(ex: 3.Cooper, V., BUCS, SP25) *NO SPACE BETWEEN 3.and the last name

No VP signature required

For Overload/PIA:

4.Last name, first initial. department, SP25

(ex: 4.Cooper, V. Overload [or PIA] BUCS SP25) *NO SPACE BETWEEN 4.and the last name

Approval for full payment of any under-enrolled class will require authorization from Provost Chilson.