

INTERIM PA CHECKLIST
PA's are due to Karla Nicholson by May 7, 2008
254 Rose Administration

Before you send in your Interim PA, please make sure the following is included, in addition to the customary, obvious information:

- Check 7A Interim Term (Type of Action Requested)
- Include nine-month salary in "COMMENTS" section of PA
- Attach teaching agreement
- Make sure Course number and name is listed with number of hours
- List number of students enrolled
- Use the following numbers:
(Fund) 11007 (Orgn) 200010 (Account) 601380 (Prog) 100

➤ **Position numbers are as follows:**

Professor	I99999
Associate Professor	I99998
Assistant Professor	I99997
Instructor	I99996
GTA	I99995
GRA	I99994

- Make sure effective date is 5/12/2008 and Ending date is 5/30/2008.