**Summer Term Faculty Teaching Appointment Paperwork Instructions**

1. Do a PAW for .30 (for a 3- 4- or 5-credit course) FTE 6/16/18 to 9/15/18, to get the appointment salary. You only have to do that once for each salary group.
2. Take that appointment salary that you just got and put it into a PAW with the course contract dates (for example, 6/16 to 7/15/18 for the first four weeks). This will give you the Actual FTE to put on the PRF. For a four-credit class, this should be around 96%, which represents the .30 term FTE compressed into the shorter term. Print this PAW to attach to the packet.
3. Make the PRF with the Actual FTE you got in step 2, the appointment salary you got in step 1, and the course contract dates.
4. Write the appointment memo, using the actual course dates and the term FTE of .30.
5. If someone is teaching more than one (four credits) class in a four-week period, do step 1 at .60 or .90, or prorate appropriate to the number of credits. This will give them overload when you compress the FTE. Do the PRF for 100% FTE and note the overload in the PRF Remarks.