

Form PF-2: Personnel, Part-Time Faculty

Estimate for Full Academic Year

INSTRUCTIONS

If the accredited institution uses part-time faculty, choose the "yes" option. Otherwise, choose "no." A message will warn that any data already entered on this form will be lost.

Count faculty for the full academic year as anticipated at the time of completing the ARF forms.

NUMBER OF PART-TIME FACULTY:

Enter the combined total of:

- (a) those who teach on a part-time basis during the year,
- (b) those teaching full-time for only part of the year.

Do not count full-time faculty on sabbatical leave who may teach part of the year. Do not include on-site field supervisors.

FULL-TIME EQUIVALENT (FTE) OF PART-TIME FACULTY:

Divide the total number of courses taught by all part-time faculty by the average teaching load of a full-time faculty member.

In most cases, all individuals reported on this form should NOT have a corresponding entry reported on the ATS Salary form.