

**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.**