### Form PF-2: Personnel, Part-Time Faculty

**Estimate for Full Academic Year**

<table>
<thead>
<tr>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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<tr>
<td>Count faculty for the full academic year as anticipated at the time of completing the ARF forms.</td>
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</tbody>
</table>

**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.