

Required Inputs for (Re)appointment Letters

Enter the input in the Comments section of the ePAF following the steps below:

- 1) Type in the name of the field (example: **PROGRAM, COURSE, TITLE**, etc.)
- 2) Type in the equal sign (=)
- 3) Type in the input value (example: *job title name, program name, course title*, etc.)
- 4) Type in the semicolon (;)

Part Time Instructor / Adjunct and Part Time Lecturer

PROGRAM=*program name*; (required)
COURSE=*course name*; (required)
TITLE=*employee job title*; (required)

Community Teachers

PROGRAM=*program name*; (required)
COURSE=*course name*; (required)
TITLE=*employee job title*; (required)

Fee Based instructors

COURSE=*course name*; (required)
TITLE=*employee job title*; (required)

Full-Time Faculty Summer A/B

SUBJECT=*subject name*; (required)
COURSE=*course name*; (required)
SECTION=*section name*; (required)
TITLE=*employee job title*; (required)

Research / Teaching Assistant

HOURS=*number of hours*; (required)
POINTS=*number of points*; (required)
DETAILS=*details*; (optional)
TITLE=*employee job title*; (required)

Professional

TITLE=*employee job title*; (required)

Administrative Fellow

COURSE=*course name*; (optional)
HOURS=*number of hours*; (required)
POINTS=*number of points*; (required)
DETAILS=*details*; (optional)
TITLE=*employee job title*; (required)

Course Assistant

HOURS=*number of hours*; (required)
COURSE=*course name*; (required)
DETAILS=*details*; (optional)
TITLE=*employee job title*; (required)

Federal Work Study

HOURS=*number of hours*; (required)
TITLE=*employee job title*; (required)

Interim / Interim Student

DETAILS=*details* ; (optional)
TITLE=*employee job title*; (required)