



General Instructions for the Request for Non-Instructional Teaching Equivalency (TE) Assignment

One form should be completed for each non-instructional assignment. If the instructional faculty has two non-instructional assignments (e.g., two different grants), then two forms should be completed – one for each assignment.

Once a form is submitted, any changes should be marked as a revision. If the assignment was initially for one semester and the same assignment has been extended to the academic year, it should be a revision and not a new form.

This form is **NOT** to be used for:

- Summer non-instructional assignments for 9-month instructional faculty
- APT assignments
- Special assignments <\$500 one-time payment

I. Personnel Information

Complete this section with the faculty member's name (last name first), division or unit, UH ID number, and appointment type.

II. Description of Duties

Describe the duties of the assignment in detail.

III. Compensation for this Assignment

Select the appropriate assignment period. Each form can be completed for the semester or the academic year. If an assignment is being made for the year, it is recommended that the assignment be recorded on one form for the academic year. If the assignment does not correspond to a semester period, then use the third option and specify the dates.

For Special or External funds

- Provide the account number to be charged. The account holder will sign in the approval section under "Principal Investigator".
- Consult with the HR Office to complete the "% of Salary". This is needed to properly calculate payment by HRO. Once approvals are signed, a copy of the form will be forwarded to Human Resources to initiate payment

Banner Codes

Type Code	Description	Appropriate For
ADMN	Administration Assignment	ALO, system level assignment
CCCH	College Committee Chair	College committees such as WI Focus Board Chair
CCOM	Curriculum Committee	Curriculum Committee Chair or Curriculum Central Coordinator
CDEV	Curriculum or Prog Development	New curriculum or program development
CSVC	Community Service	Coordination of performances for the campus and/or community
DCHR	Division/Department Chair	Division chair
FSCH	Faculty Senate Chair	Faculty Senate Chair
GADM	Grant/Contract Administration	Grant administration once the grant has been awarded
GDEV	Grant/Contract Development	Grant development before the grant is awarded

Type Code	Description	Appropriate For
ISVC	Institutional Service	Service to the campus such as assessment activities, coordinator of Honors program, PTK, or mid-semester assessments.
OTA	Non-credit/Other teaching assign	Teaching at another campus as part of full-load or time given for non-credit teaching assignment
PDEV	Professional Development	Sabbaticals and/or leave for professional development
PDIR	Program Director/Coordinator	Program or Discipline Coordinator duties
REL	Release Time	If no other code works, this is a last resort
RES	Research	Research activities

Position Code is used to provide additional information about the assignment in Banner. For Division Chairs and Program Coordinators, the position code should reflect which area they represent. For example, Jim West will have Banner Code of DCHR and Position Code of A&H. Bob Hochstein will have Banner Code of PDIR and Position Code of TVPRO. Position Codes are limited to 6 characters. Other common position codes are DAR for division assessment reps, OCEWD for Continuing Education assignments, WI for Writing Intensive, CLWRTG for college-level writing, DEVED for developmental education, etc.

Total TE for the Academic Year (Completion of this section is OPTIONAL):

- The total TE (instructional and non-instructional) for each semester should not exceed 18.
- Total TE for Fall and Spring combined should not exceed 33 for 9-month appointees.

IV. Justification for Appointment and Impact if not approved

Complete this section justification and adverse impact if not approved.

V. Contacts

Type in requesting department and contact person. Include phone number of contact person.

Circle Revision Number if applicable and include a short discussion for the revision.

VI. Approval of Appointment

Forward to appropriate individuals for approval signatures. If this request involves special or external funds, then the account holder will sign in the approval section under "Principal Investigator".