

**OLD DOMINION UNIVERSITY**  
**NON-INSTRUCTIONAL PART-TIME FACULTY AUTHORIZATION FORM**  
(i.e. paid via sub object 4031 – part time only)

**(Note: This form must be APPROVED PRIOR to the person being offered employment.  
Students cannot be employed as 4031 employees.)**

College (if applicable): \_\_\_\_\_

Department Name and Budget Code: \_\_\_\_\_

Proposed Employee's Name: \_\_\_\_\_

Is this person a current Old Dominion University employee in another capacity?  Yes  No  
If yes, type of employee:

wage staff                       classified staff                       administrative faculty

full time teaching                       full time research faculty                       adjunct faculty

4031 in \_\_\_\_\_ (department)

Proposed period of employment: Begin date \_\_\_\_\_ End date \_\_\_\_\_

Proposed hours per week: \_\_\_\_\_ or total hours per employment period: \_\_\_\_\_

**(Cannot exceed 30 hours per week.)**

Total Pay Authorized for Employment Period: \_\_\_\_\_

**Note: Employee must be paid a minimum of \$455 per week (unless this is a secondary job for a full-time instructional/research or administrative faculty member). Employee must perform exempt-level duties. (Per the Fair Labor Standards Act)**

Nature of work to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: (Hiring Mgr) \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by: (AA or HR): \_\_\_\_\_ Date: \_\_\_\_\_