

**Roger Williams University and Roger Williams University School of Law**  
**Faculty Personnel Action Form**

FACULTY NAME: \_\_\_\_\_ EFFECTIVE DATE OF ACTION: \_\_\_\_/\_\_\_\_/\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

LOCATION:     Bristol         School of Law         Providence Metro Center

**PLEASE CHECK ALL THAT APPLY:**

- Separation (Voluntary)         Separation (Involuntary)         Separation (Retirement)         Additional Position  
 Department/GL Change         Change in Rank/Tenure Status (Promotion)  
 Sabbatical/Leave of Absence (from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_)

**PLEASE CHECK ALL THAT APPLY:**

- Annual Salary: \$ \_\_\_\_\_  
 Sabbatical Pay: \$ \_\_\_\_\_  
 BO – Bonus         SH – Honorarium         Other – See Remarks         Independent Study (Grades Attached)

General Ledger Account Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Percentage: \_\_\_\_\_ %

General Ledger Account Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Percentage: \_\_\_\_\_ %

*\* If more than two funding sources are necessary, use Remarks box below*

**STATUS:**     Full-Time         Part-Time (Adjunct)     \*One Year Temporary: Assignment End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                  Tenured            Non-Tenured            Visiting                     Distinguished  
**RANK:**       Professor            Associate                Assistant

**FOR SEPARATIONS:**

Last day worked: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ To be paid through: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for separation: \_\_\_\_\_

Eligible for Rehire?         Yes         No

Have the appropriate departments (IT, Facilities, Locksmith, Purchasing) been contacted?         Yes         No

PAF PREPARED BY (Please print): \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Remarks	Authorizations	Date Signed
	Dean:	/ /
	Provost/VP/EVP/Dean of Law School:	/ /
	Finance:	/ /
	President (if applicable):	/ /
	Human Resources:	/ /

**FOR HR USE/PAYROLL USE ONLY**

Org Chart Updated    Processed by: \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Benefits Termed: \_\_\_\_/\_\_\_\_/\_\_\_\_