

**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: \_\_\_\_\_