**PA Naming Convention in the email subject line AND the attached PDF file**

**For a new Employee:**

1.Last name, first initial. department

(ex: 1.Cooper, V. BUCS) \*NO SPACE BETWEEN 1.and the last name

**For a new Adjunct:**

2.Last name, first initial. department, SP25

 (ex: 2.Cooper, V., BUCS, SP25) \*NO SPACE BETWEEN 2.and the last name

No VP signature required

**For a returning Adjunct:**

3.Last name, first initial. department, SP25

 (ex: 3.Cooper, V., BUCS, SP25) \*NO SPACE BETWEEN 3.and the last name

No VP signature required

**For Overload/PIA:**

4.Last name, first initial. department, SP25

 (ex: 4.Cooper, V. Overload [or PIA] BUCS SP25) \*NO SPACE BETWEEN 4.and the last name

**Approval for full payment of any under-enrolled class will require authorization from Provost Chilson.**