

Academic Administration's Guide to PAFs



Position Title

Academic Assistant (D5839) - Grader

Object Code: 5500

Remarks: Include Course Number and # of Students

Adjunct Professor (D5301) - Part-time faculty with PhD

Object Code: 5410

Remarks: Include Course Number; do not use for Visiting Professor

AM Faculty Supervisor (D0300) - Supervises applied ministry courses

Object Code: 5416, General AM; 5413, Pastoral Counseling; 5414, Reformational Counseling

Department Coordinator (D0355) – Facilitator/liaison between faculty and Associate Dean of School

Object Code: 5401

Amount: \$3,000

Director (D0117)

Object Code: 5401

Remarks: Include full title of position

Guest Speaker (D5343) – Guest lecturer NOT Conference Speaker

Object Code: 5417

Remarks: Must include details of lecture, including class number and Professor

Instructor (D5701) – Part-time faculty without a PhD

Object Code: 5412

Remarks: Course Number(s)

Instructor D.Min (D5702) – Part-time faculty without PhD, teaching D.Min course

Object Code: 5412

Remarks: Course Number(s)

MAP Instructor (D2260)

Object Code: 5417

Remarks: Number of students; location

Overloads (D5138) – Only Full-time Faculty; classes taught in excess of their annually contracted load

Object Code: 5411

Notes: Paid in July for entire year look-back

Remarks: Include all courses taught as “overload”

Readership (D5709) – Faculty serving as readers of doctoral dissertations

Object Code: 5415

Sabbatical (D5845) – International Sabbaticals only

Object Code: 5418

Remarks: Include length, dates and location of sabbatical

Senior Professor (D5501) – contracts for retired Senior Professors

Object Code: 5410

Notes: Payment for all classes, one payment per class

Remarks: Include Course Number(s)

Student Associate (D5839) – Part-time Administrative role; HR approved

Object Code: 5511

Remarks: Include specific job title

Supervisor D.Min (D0319) – Supervise students during writing phase of dissertation

Object Code: 5590

Amount: \$500 per student

Remarks: Include student names and number of students total

SWI Instructor (D118) – Part-time course instructor without PhD, teaching SWI course

Object Code: 5412

SWI Professor (D119) – Part-time course Professor with PhD, teaching SWI course

Object Code: 5417

Visiting Professor (D5401) – limited employment of qualified faculty with PhD; generally visiting from another school or entity

Object Code: 5410

Notes: Do NOT use Adjunct Professor title

Object Code

5401

Department Coordinator
Director

5410

Adjunct Professor
Senior Professor
Visiting Professor

5411

Overloads

5412

Instructor
Instructor D.Min.
SWI Instructor

5413

Pastoral Counseling Applied Ministry

5414

Reformational Counseling Applied Ministry

5415

Readership

5416

General Applied Ministry

5417

Guest Speaker
SWI Professor
MAP Instructor

5418

Sabbatical

5420

Part-time clerical; hourly

5500

Academic Assistant

5511

Student Associate; hourly

5590

Supervisor D.Min.
Other – Stipend
Honorarium