Steps	
  for	
  paying	
  existing	
  faculty	
  for	
  a	
  non-‐teaching	
  position	

through	
  Perkins	
  funding:	
  	

	

1. Complete	
  the	
  Authorization	
  for	
  Payment	
  and	
  Load	
  form.	

	

2. Write	
  up	
  a	
  brief	
  memo	
  of	
  what	
  the	
  duties/responsibilities	
  are	
  of	
  this	
  position.	

	

3. Sign	
  the	
  form	
  and	
  send	
  it,	
  along	
  with	
  the	
  duties	
  memo,	
  to	
  your	
  Dean	
  for	
  signatures,	
  who	

will	
  then	
  forward	
  it	
  to	
  the	
  VP	
  of	
  Educational	
  Resources,	
  who	
  will	
  then	
  send	
  it	
  to	
  the	

Perkins	
  administrator	
  for	
  final	
  approval.	

	

4. Once	
  final	
  approval	
  is	
  completed,c c c sc scqc [oOr odr ngnk oor TjV	
  comple.