

Northern Arizona University

PERSONAL DATA FORM FOR ADJUNCT FACULTY NOT PAID BY NAU

Northern Arizona University is required to provide regular reports to various state and local agencies that accurately reflect the number of part-time faculty each term. Included in these request are the statistics such as number of classes, gender, ethnicity, average age, and the level of education obtained by our faculty.

In order to provide correct information, **all faculty need to have an EMPLID** created in LOUIE to match faculty with the classes they are teaching. Please fill out the following information on any faculty member that is teaching a class and is not required to sign up through the NAU payroll office. Upon completion, please e-mail this form to Theresa Rogers and an EMPLID will be created. After this EMPLID is provided for you, you will be able to enter the correct Instructor ID and Instructor Role in the Schedule of Classes Meetings Page in LOUIE or the Meeting Patterns Page on the Extended Campuses Admin System which is necessary for reporting.

Name: _____

Social Security #

Permanent
Address: _____

Mailing Address:

Phone Number: (____) _____

E-Mail Address: _____

Date of Birth: _____

Gender: Male ____ Female ____

Highest Degree Obtained: _____

Ethnicity (voluntary): White____ Asian/Pacific Islander____ Black____

Hispanic____ American Indian / Alaskan Native ____

To be filled in by Curriculum and Academic Systems Administration:

EMPLID: _____

Please e-mail this completed form to CASASoC@nau.edu.