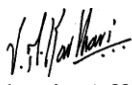




## MEMORANDUM

**TO:** Department Chairs, Academic Deans

**Cc:** Chih Loo, Associate Vice President for Budgets and Planning  
Laurel Long, Assistant Vice President for Human Resources

**FROM:** Vistasp M. Karbhari, Provost and Executive Vice-President for Academic Affairs 

**SUBJECT:** ID Cards for Part-Time Faculty

**DATE:** January 31, 2011

I understand that there is a level of ambiguity related to availability of UAHuntsville ID Cards for part-time faculty and the availability of benefits accruing from the card for part-time faculty. I am writing to clarify this aspect and to request that you make this known to all our current part-time faculty and subsequently, to each part-time faculty member hired for each semester.

ID cards identifying the holder as a Part-time Faculty Member and printed with an expiration date of either December 31 or May 31, depending on the assignment for the year. Part-time faculty should be instructed to see Connie Brand, brandc@uah.edu, 256-824-6640 to obtain these cards. Once the card has expired HR will issue a new card after they verify that the part-time faculty has an active assignment. This requires that departments and colleges notify HR in a timely fashion each semester. I am requesting that an email listing all part-time faculty for that semester be sent to Connie Brand in Human Resources and to Ms. Peggy Bower in Academic Affairs, bowerp@uah.edu no later than the end of the first week of every semester.

The ID cards are generally used for:

- Evidence of employment at UAHuntsville
- Access to Library services (i.e. checking out books, etc.)
- Building access where applicable (access is programmed on the card by Leigh Kamm in the Charger Card Office, University Center Room 147, 256-824-2719, kamml@uah.edu)
- Access to the Fitness Center at a reduced rate.

In addition ID card holders may put money on their card and use it wherever the ChargerCard is accepted (cafeteria, bookstore, local vendors, etc.) and can avail of the appropriate discounts at these venues.