

Reminders and Updates for Building 2009/2010 Temporary Faculty Contracts

2009/2010 Terms:	Fall 2009 = 2094	Spring 2010 = 2102
Contract Effective Dates:	Academic year:	8/17/2009 – 5/19/2010
	Fall only:	8/17/2009 – 12/22/2009
	Spring only:	1/13/2010 – 5/19/2010
<i>For Graduate Assistants only:</i>		
	Academic year:	9/1/2009 – 6/30/2010
	Fall only:	9/1/2009 – 1/31/2010
	Spring only:	1/1/2010 – 5/31/2010
	If appt'd Fall, Spring:	2/1/2010 – 6/30/2010

Review the [Create a Temporary Faculty Contract Guide](#) as needed for info on creating your AY 2009/10 contracts

1) Incumbent Lecturers, Teaching Associates, Graduate Assistants and FERPs: Follow the steps in the [Multi-term Contracts Flow Chart Guide](#)

- Use the **Find an Existing Value** tab to locate and open the faculty member's contract for 2008/09
- Add a row on the **Contract Status/Content** tab – data from the previous contract row will roll forward
- Change data as appropriate for the 2009/2010 academic year
 - Contract Description: Change "term" in description from 0809 to **0910**
 - **New:** Make sure Contract Status is **ACTIVE** - Status must be Active for new contract to be processed through the system
 - If the earlier contract was cancelled, the status will roll forward as Cancelled
 - FERP contracts may have a status of Pending
 - **New:** Match the Contract Type to the "Groups" on the Order of Work summary sheet.
 - Refer to the 2009/10 **Lecturer Appointment Eligibility Worksheet** previously emailed to you for information re: entitlement and appointment type.

Type of Appt	"Order of Work" Group #	Contract Type
3 year appointees – 12.12	1, 3, 4, 8a	014 – 12.12 Entitlement – Yr 1 of 3 015 – 12.12 Entitlement – Yr 2 of 3 016 – 12.12 Entitlement – Yr 3 of 3 (depends on year within 3 yr appt)
eligible for academic year appointment – 12.3	7a	003 – 12.3 Entitlement
Semester	All other Groups	006 – Semester Appointment
Academic Year	All other Groups	001 – Academic Year Appointment

- Comments box
 - Delete any old comments that rolled forward
 - Use standard comments only (see [Create a TF Contract Guide](#))
 - The Comments field on the printed form only accepts a limit number of words - use Notepad to record relevant information that cannot be conveyed using standard comments
- Position # - is this a new 3 year lecturer? Be sure to use your dept's 3 year pool position #.
- Update the **TERM** under the TF Contract Detail section
- Current salary will default in from Job Data.

- Course Assignments
 - Reminder: Supervised instruction courses must be entered on the first rows.
- Letter Code: **3YR** – if 3 year lecturer; otherwise **NEW**.

2) New Lecturers, TAs, GAs, FERPs: Follow the steps in the [Empl ID Search; POI-Future Hire Flowchart](#) to search by Social Security Number and Name for an Employee ID on the system. For new lecturers, if there is no Employee ID, create a Person of Interest – Future Hire record following the steps in the flow chart. TAs, GAs and FERPs all have Employee ID numbers (same as HSU ID).

- At the Contract Search page, go to the Add a New Value tab. (Note: If you do a search under Find an Existing Value, you won't get any results because a contract doesn't yet exist for this employee.)
- Complete the contract data for the appointment
 - Reminder: initial lecturer appointments are for one semester only (i.e., Fall only – Contract Type **006**).
 - Comp Rate
 - Salary rates for new lecturer appointments are determined by the College.
 - If Comp Rate is unknown, enter \$1.00. Consult with your College for preferred practice.
 - Letter Code: **NEW**

3) Printing Contracts: PeopleSoft has the option of printing all contracts as a batch or printing each individually

- [Batch Contract Print Guide](#) – print all contracts as a group
- [Individual Contract Print Guide](#) – print individual contracts
- **New field on printed contract:** Total Salary for the Semester (Actual): This is the total salary that will be paid to the lecturer for this assignment. It will be an approximate amount for mid-semester revisions, late start appointments, etc. Refer the employee to the [Explanation of the Distribution of Pay for Faculty Appointments](#) on our web site for an explanation of how this pay will be distributed.

4) Dept Chair review and signature

Reminder: the Dept Chair's signature certifies that the contractual "Order of the Assignment of Work" has been followed. This is a personnel action – recommending an appointment - not a budget action. An original signature is required. Signature stamps are not acceptable.

5) Copy of transaction form to employee – IMPORTANT

After the Dept Chair has signed the transaction form, give a copy to the employee. This form serves as notification of the workload assignment and should be given to the employee before the end of the semester. After review and approval by the Dean and APS, an appointment letter will be emailed to the employee, outlining the terms and conditions of the appointment.

We received several complaints from lecturers and FERP faculty who had not received a copy of the transaction form this year!

6) Original transaction form to College by May 15, 2009

- For new hires: attach the curriculum vita
- For new and other non-incumbent lecturer appointments: also attach the completed [Non-incumbent Lecturer Justification Form](#)
 - When offering work at the beginning of an academic year, an incumbent lecturer is any lecturer who had a paid appointment during the prior academic year (either one or both semesters). When offering work during the academic year, (e.g., for spring semester) incumbent lecturers also include those who had a paid appointment during the fall semester.