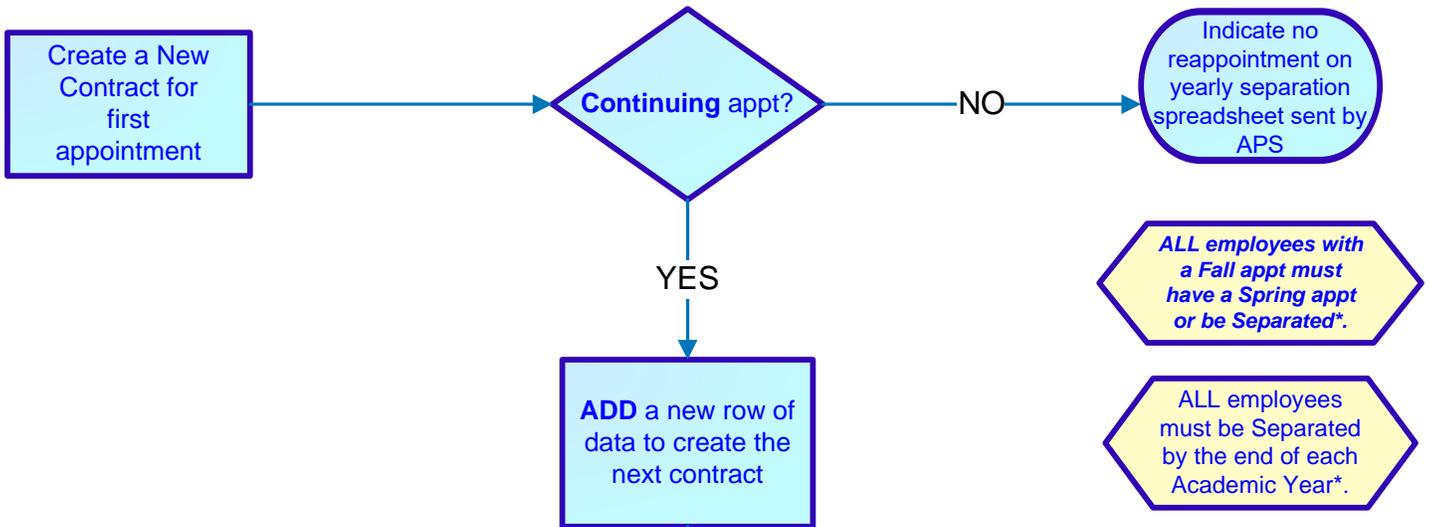


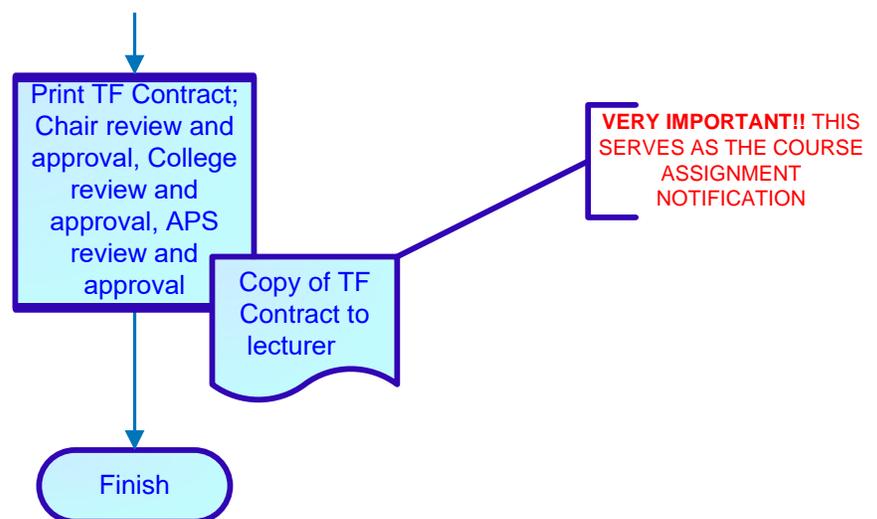
TF Contract Process

Multi-term Contracts (Stacking)

Navigation: CSU Temp Faculty > CSU Contract Data



- 1) Navigate to CSU Contract Data;
- 2) Search for Contract using "Find an Existing Value";
- 3) **Add a row** using plus button; Data from previous contract row rolls forward.
- 4) **Change Effective Date to current semester**
- 5) Check **Contract Description**: Change for each year (e.g. ENGL 1112 CL);
- 6) Check **Contract Status**: Make sure the status is **Active**;
- 7) Change **Entitlement, Expected End Date, Multi-Year End Date** and **Contract Type**, as necessary;
- 8) **Change Term to current semester (e.g. Fall 2024 = 2244)**
- 9) Confirm **Comp Rate** (Current rate should default from Job Data);
- 10) Add comments as needed; Comments also roll forward. Delete those that no longer apply to this contract. Indicate **SAME TIME BASE** if the time base in Spring is the same as the Fall appt.
- 11) Change course assignment, if necessary;
- 12) On Total page, enter appropriate Letter Code: **NEW, REV** or **CNC**
- 13) Save contract.



Refer to *Create a Temporary Faculty Contract Guide* and the *TF Contract Print Process Guides* for more information.