



Affiliate Faculty Appointment/Contract Procedures

(All processes must be completed and on file in HR prior to start of class)

The following contract fields are completed by the department:

- | | |
|------------------------------|---|
| ➤ Date | ➤ Gross Salary and Pay Dates |
| ➤ Term | ➤ CRN |
| ➤ MSCD 900# (if known) | ➤ Course Prefix, Title, Number of Credits |
| ➤ Name | ➤ FOAP |
| ➤ Address | ➤ Credits |
| ➤ Contract Period | ➤ Salary |
| ➤ Per Semester/load Pay Rate | ➤ FTE |

The following contract fields are completed by the employee:

- Verify contract information for accuracy.
- Provide responses to questions 1 – 6 on contract.
- Provide official transcripts from all institutions where degree(s) were conferred. Official transcripts must be provided if new affiliate faculty or if employee has earned a new degree since last contract.
- Sign and date contract on Affiliate Faculty line.
- Return contract to department for further processing.

Affiliate Faculty Contract Routing Procedures

1. Department completes the areas as listed above, then the faculty member reviews contract for accuracy, completes questions 1 – 6, and signs the contract. Once the employee signs the contract, the Department Chair reviews the contract to ensure it is correct, signs, and forwards to the Dean's office for review and approval.

Departments are responsible for making sure the employee answers the questions completely and notifying the employee to provide Official Transcripts if they are a new faculty member or if they have received a new degree. If the Department personnel will not meet with the faculty member in person, the department must highlight the question area or put a note to draw the faculty member's attention to this area for completion.

2. The Dean reviews, signs, and is responsible for ensuring that the contract is complete and accurate, including ensuring that Official Transcripts are received by HR by the end of the contract semester. **Contracts for subsequent semesters will not be offered to faculty members who do not provide official transcripts by the end of the semester requested.** If questions are not answered or if the contract is otherwise incomplete, the Dean's office will return the contract to the department for completion.
3. Once finalized, the contract is then sent to Human Resources for review, tracking, and processing including final approval signatures from Institutional Budget and Human Resources.

NOTE: Departments are responsible for notifying Human Resources immediately of any changes to original contract. Failure to do so could result in over payment of the contract.