

PROCEDURE 101.1

Area: Academics

Adopted: February 3, 2000

Certified by _____
Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: Processing Contracts for Faculty Adjuncts

1. Chairperson completes Recommendation for Appointment and submits to the respective Dean by the first week of class.
2. Dean submits Recommendation for Appointment to the Vice President for Academic Affairs
 - a. Verify Adjuncts Academic Affairs
3. Academic Affairs submits Recommendation for Appointment to the Budget office.
4. The Budget office submits Recommendation for Appointment to Human Resources by the end of the first week of class.
5. Human Resources completes adjunct contracts and submits them to the President's office.
6. President's office signs contracts and returns to Human Resources.
7. Human Resources sends contracts to Payroll.
8. Payroll - Pay Schedule:
 - Fall - 1/2 salary due October 31st, 1/2 remaining salary due November 30th
 - Winter - 1/2 salary due February 29th, 1/2 remaining salary due March 31st
 - Spring - 1/2 salary due May 31st, 1/2 remaining salary due June 30th

