



AAUP – Adjunct Faculty – Non-Instructional Assignment

Purpose: This form is to be used when requesting payments for AAUP Adjunct Faculty members who will be performing non-instructional assignments.

Procedure:

1. The Department Chair completes the Requesting Department section, attaches a job description, which includes the following:
 - a. Position Summary
 - b. Position Responsibilities
 - c. Qualifications
2. Once this section has been completed in full, the form should be submitted to Human Resources.
3. Human Resources will review the form, obtain the necessary approval from the Financial Planning & Budget Office, and then prepare an adjunct contract for the employee to sign.
4. The employee returns the signed contract to Human Resources, who will then process the payment in Core-CT.
5. **It is important to note that no individual is authorized to work until the above steps have been completed.**

Requesting Department

Check One: Returning _____ New Appointment _____ Revised Request _____

Name of Adjunct Faculty Member: _____ Department: _____

Pay Group: A _____ B _____ C _____ D _____ E _____ F _____

Assignment Title: _____ Supervisor: _____

Session: Fall _____ Winter Int. _____ Spring _____ Spring Int. _____ Summer I _____ Summer II _____ Summer III _____

Starting Date: _____ Ending Date: _____ Email Address: _____

Total # of Hours for Assignment: _____ Total # of Load Credits: _____ (# of hours divided by 45)

Load Credit Rate: \$ _____ Total Compensation \$ _____ (Load Credit Rate * Load Credits)

Banner Org # to Charge: _____ Org Description / Title: _____

Approval Signatures

Department Chair: _____ Date: _____

Academic Dean: _____ Date: _____

Financial Planning & Budget Office

Position # _____ Job Code: **7839NV** Account #: **601300**

Budget/Grant Approval Signature: _____ Date: _____

Human Resources

Approval Signature: _____ Date: _____