



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 ASSIGNMENT REVISED REQUEST

Adjunct Faculty Member Name: _____ Department: _____

Email Address: _____ Supervisor: _____

Pay Group (Check One): A B C D E F

Assignment Title: _____

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

Start Date: _____ End Date: _____

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: _____

Approvals (must use digital signatures):

Department Chair: _____ Date: _____

Academic Dean: _____ Date: _____

Financial Planning & Budget Office

Z Index: _____

Budget/Grant Approval: _____ Date: _____

Human Resources

Position #: _____

Job Code: **7839NV**

Human Resources Approval: _____ Date: _____