



MEMORANDUM

DATE: April 21, 2021

TO: Deans, Directors, and Chairpersons

FROM: Darci Carson, University Human Resources Administrator
Jennifer Napiello, University Human Resources Administrator
Linda Robinson, Coordinator of Academic Resources

SUBJECT: Processing of Lecturer Appointments 2021-2022

This memo will serve as instructions for preparing lecturer (part-time teaching faculty) appointment forms for the upcoming 2021-2022 academic year. Please adhere to these guidelines in order to ensure timely processing of appointments and payments. The updated lecturer appointment form is posted on the HR website.

All appointments for lecturers for the 2021-2022 academic year should be forwarded to the respective Dean by the deadline dates indicated on the attached Appointment Deadline schedule. The Office of Human Resources will give the final approval for all appointments.

For **NEW** lecturers or for employees who have had a break in service for more than one year, the following documents should be sent to the Office of Human Resources **as soon as possible**:

1. Completed Background Investigation Authorization Form with a hand written signature (Please be sure to use the Background Investigation Authorization Form found on the HR website).
2. Current CV and/or resume.

Under no circumstances can a NEW lecturer begin teaching until the completion of a successful background check.

The Office of Human Resources is the custodian of the official personnel file for each lecturer and anything related to employment will be kept in that file including copies of official transcripts. Departments should maintain an information file on each lecturer, containing such information as contact information, most recent pay rate, and number of credits taught in any given semester, but this is not the official personnel file.

cc: Linda Cunningham, AAUP

The Hiring Process is as follows:

1. Chair of department recommends hiring:

Lecturer appointment form will be prepared by the department, signed by the Chair, and submitted to the Dean in accordance with the attached deadline schedule. Electronic signature by the Chair will be required on the form. Appointments submitted after the established deadline will be considered late and a delay in salary compensation may occur. As the process for appointments is electronic, please be sure to cc the Dean's Administrative Assistant on the emails which contain the lecturer forms.

2. Dean approves the appointment:

- a. The appropriate Academic Dean approves the lecturer appointment by electronically signing the appointment form.
- b. The original appointment form with signatures is then forwarded to Linda Robinson in the Office of Academic Affairs at robinsonL4@southernct.edu. When emailing these forms to her, please batch them in a PDF by department.

3. The Office of Academic Affairs reviews appointments to verify the availability of resources and forwards the Lecturer Appointment Form to the Office of Human Resources.

4. The Office of Human Resources reviews the appointment for compliance with contractual guidelines, forwards the paperwork to the Payroll department and e-mails appointment contract to the faculty member's SCSU e-mail address.

If a department would like assistance in building the pool of applicants or recruiting for upcoming part-time teaching opportunities, announcements of the openings may be sent to the Office of Human Resources for appropriate posting and other assistance. All applications will be forwarded to the appropriate department for review.

Also attached is the Part-time Member Payroll Calendar for Fall 2021 and Spring 2022, Appointment Deadlines for Lecturer Appointments, and guidelines on how to prepare lecturer appointments, revisions, and cancellations.

If you have any questions regarding lecturer appointments, please contact Darci Carson at x25075 or Jennifer Napiello at x25537.

Cancellation Procedures:

According to the Class Cancellation Policy, under normal circumstances, after consultation with department chairs, academic deans will cancel classes for low enrollment ten days before the first day of classes.

IMPORTANT (for Fall and Spring appointments only): per Article 4.6.1 of the AAUP CBA, if a class scheduled to be taught by a part-time member is cancelled within seven (7) business days prior to the beginning of the first day of classes, the part-time member shall be paid the sum of \$300.00.

1. Chair will submit a cancellation of the lecturer appointment to the Dean.

The Department/Dean's office should forward an e-mail to Linda Robinson in Academic Affairs, Darci Carson and Jennifer Napiello in Human Resources as soon as possible notifying them of the cancelled class, semester, name of instructor, and number of credits so that the salary compensation can be adjusted immediately.

2. Dean approves the cancellation of the appointment.
 - a. The appropriate Dean signs the cancellation of the appointment.
 - b. The Dean will notify the faculty member that the class is cancelled.
 - c. The cancellation of the appointment is then forwarded to Academic Affairs.
 - d. Once signed by Academic Affairs, the cancellation is then forwarded to the Office of Human Resources.
3. Human Resources will prepare the cancellation letter and e-mail it to the faculty member's SCSU e-mail address.
4. The Office of Human Resources will forward a copy of the cancellation form to the Payroll department for processing.

INSTRUCTIONS FOR PREPARING LECTURER APPOINTMENTS

The following documents are to be compiled by the department for the recommended appointments:

LECTURER:

- Lecturer Appointment form on green paper (Please use the Lecturer Appointment form found on the HR website.)
 - Complete all fields on the form, including SCSU email address of member.
 - Note: Please be sure to include Total CSU Credits to Date.
- Resume or CV*
- Official Transcripts*
- Dual Employment Form (if applicable)
- Background Investigation Authorization Form* (Please be sure to use the Background Investigation Authorization Form found on the HR website.)
 - **Note:** All new prospective employees are to complete a Background Investigation Authorization Form and attach their CV and/or resume. Once the information is received in HR, the prospective employee will receive an e-mail from SSC, Inc., requesting that they electronically submit the information required to conduct the background check.

*Required for new hires or employees who have had a break in state service for more than one year.

Please note: Tax forms, I-9 form and other benefit information will be handled by the Office of Human Resources.

IMPORTANT: New hires will be assigned a SCSU e-mail account once they have completed the on-boarding process with Human Resources.

BANNER:

All appointments must indicate the correct **Banner Index number**. The correct Index number must be on the lecturer appointment form in the Index# field. If you do not know this information, please check the Banner system. Appointments that do not have this information will be returned, possibly resulting in a delayed payment.

DUAL EMPLOYMENT:

If a person is dually employed, i.e., working in different departments at SCSU and/or in two different job categories at SCSU, or working at another state agency, a State of Connecticut Dual Employment Request Form must be completed.

Please refer to the Office of Human Resources' website for the up-to- date Dual Employment Form. Complete ALL information on the Dual Employment form for both the PRIMARY and SECONDARY agency.

The completed Dual Employment form must be attached to the lecturer appointment form. Please note that the Office of Human Resources will sign off on the Dual Employment form as the Agency Head. Questions regarding the above policies should be directed to the Office of Human Resources.

INSTRUCTIONS FOR REVISING/CANCELLING LECTURER APPOINTMENTS:

When a revision or cancellation to an existing lecturer appointment is necessary, please complete a new lecturer appointment form detailing the new information. A copy of the original lecturer appointment form must be attached to the revision/cancellation.

1. The Dean notifies the department when a class is cancelled.

- Indicate on the top of the lecturer appointment form:

REVISED: CANCELLATION/DELETION

- Please be sure to check off “Revised” on the lecturer appointment form.
- If a cancelled or reassigned course causes a change to the compensation, please indicate the cancelled course(s) for the semester, credits (0), and new total salary (\$0). Please note: the cancellation paperwork should be submitted immediately, especially if it changes the compensation. This will ensure there is no overpayment to the employee.
- In addition, the Department/Dean’s office should forward an e-mail to Linda Robinson (Academic Affairs), Darci Carson and Jennifer Napiello (Human Resources) as soon as possible notifying them of the cancelled class, semester, name of instructor, and number of credits so the compensation can be adjusted immediately.

2. When an assignment is changed, but the credits and salary remain the same:

- Indicate on the top of the lecturer appointment form:

REVISED: CHANGE IN ASSIGNMENT ONLY

- Please be sure to check off “Revised” on the lecturer appointment form.
- Indicate the change in the assignment in the course information section.
- **A copy of the original lecturer appointment form is required and must be attached to the revised lecturer appointment form.**

3. When a person resigns before completing his or her assignment OR when credits, course(s), or hours are reduced from an existing appointment:

- Indicate on the top of the lecturer appointment form:

REVISED: REDUCTION IN ASSIGNMENT

- Please be sure to check off “Revised” on the lecturer appointment form.
 - Indicate the specific start and end dates of employment, the corrected total of credits, salary rate, and corrected total salary for the session.
 - Please note that resignation appointments should be completed immediately to avoid overpayment to the individual.
 - **A copy of the original lecturer appointment form is required and must be attached to the revised lecturer appointment form.**
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4. When credits or courses are added to an existing appointment:

- Indicate on the top of the lecturer appointment form:

REVISED: ADDITIONAL CREDIT(S) AND PAY ADJUSTMENT

- Please be sure to check off “Revised” on the lecturer appointment form.
 - The appointment should include the corrected total of credits, courses, salary rate, and corrected total salary for the session.
 - **A copy of the original lecturer appointment form is required and must be attached to the revised lecturer appointment form.**
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5. When a name change is required for an existing appointment:

- Indicate on the top of the lecturer appointment form:

REVISED: NAME CHANGE ONLY

- Please be sure to check off “Revised” on the lecturer appointment form.
 - Please have the employee contact the Office of Human Resources so they can provide the appropriate documentation needed to process the name change
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6. When an address change is required for an existing appointment:

- Please have the employee submit the address change through eProfile. Instructions regarding eProfile can be found on the HR website.
 - Please have the employee notify Department Secretary of the address change.
 - A revised lecturer appointment form is not necessary.
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Appointment Deadlines

For Lecturer Appointments

Fall 2021 - Summer 2022

Semester	Department to Dean	Dean to Academic Affairs	Academic Affairs to Human Resources
Fall 2021	June 18, 2021	June 25, 2021	July 2, 2021
Intersession 2022	September 17, 2021	October 1, 2021	October 8, 2021
Spring 2022	October 15, 2021	October 29, 2021	November 5, 2021
Spring Break 2022	November 22, 2021	November 26, 2021	December 3, 2021
Summer A5 2022	March 4, 2022	March 18, 2022	March 25, 2022
Summer A6 2022	March 4, 2022	March 18, 2022	March 25, 2022
Summer B5 2022	April 29, 2022	May 13, 2022	May 20, 2022
Summer B6 2022	April 29, 2022	May 13, 2022	May 20, 2022
Summer B3 2022	April 29, 2022	May 13, 2022	May 20, 2022

**Connecticut State University System
AAUP Part-Time Member Payroll Calendar
Academic Year 2021 - 2022**

# of Pay Periods	Fall 2021 Payroll Dates	Pay Date
1	8/27/2021 – 9/9/2021	9/24/2021
2	9/10/2021 – 9/23/2021	10/08/2021
3	9/24/2021 – 10/07/2021	10/22/2021
4	10/08/2021 – 10/21/2021	11/05/2021
5	10/22/2021 – 11/04/2021	11/19/2021
6	11/05/2021 – 11/18/2021	12/03/2021
7	11/19/2021 – 12/02/2021	12/17/2021
8	12/03/2021 – 12/16/2021	12/31/2021

# of Pay Periods	Spring 2022 Payroll Dates	Pay Date
1	1/14/2022 – 1/27/2022	2/11/2022
2	1/28/2022 – 2/10/2022	2/25/2022
3	2/11/2022 – 2/24/2022	3/11/2022
4	2/25/2022 – 3/10/2022	3/25/2022
5	3/11/2022 – 3/24/2022	4/08/2022
6	3/25/2022 – 4/07/2022	4/22/2022
7	4/08/2022 – 4/21/2022	5/06/2022
8	4/22/2022 – 5/05/2022	5/20/2022

PAY SCHEDULE FOR LECTURERS

AAUP CBA 12.8 Part Time Member Pay Rates 2021-2022

(*Fall 2021 through Summer B 2022)

*Subject to change once the AAUP Collective Bargaining Agreement is ratified

<u>Group</u>	<u>Educational Credentials/Prior Experience at a CSU</u>	<u>Minimum Salary Per Load Credit</u>
A	Less than appropriate terminal degree and no more than thirty (30) load credits completed	\$1,698
B	Less than the appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed.....	\$1,764
C	Less than the appropriate terminal degree and more than sixty (60) load credits completed	\$1,833
D	Appropriate terminal degree and no more than thirty (30) load credits completed.....	\$1,857
E	Appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed.....	\$1,926
F	Appropriate terminal degree and more than sixty (60) load credits completed	\$1,991

CBA 12.8.1 - Members may be paid at a rate greater than the minimum for their group, at administrative discretion, except that no member shall be paid at a rate greater than **\$2,264** for 2021-2022.

Full-time Faculty Salary for Intersession 2022 and Summer 2022:

<u>Rank</u>	<u>Wages per Load Credit</u>
Professor	\$2,264
Associate Professor	\$2,086
Assistant Professor	\$1,926
Instructor	\$1,764

Under the CBA 11.5 - Individual load assignments for a summer session of five (5) to eight (8) weeks or intersession (four (4) weeks or fewer) shall be restricted to eight (8) and four (4) load credits respectively. When sessions overlap, both in the aggregate shall be considered a single session for purposes of this limitation. In no event shall the total load assignments in a given summer exceed sixteen (16) load credits or eighteen (18) load credits where the load assignment includes laboratory or studio courses.

Therefore, the maximums are:

<u>Session A*:</u>	<u>Session B*:</u>	<u>Fall:</u>	<u>Intersession:</u>	<u>Spring:</u>	<u>Spring Break:</u>
8 credits	8 credits	8 credits	4 credits	8 credits	4 credits

***Not to exceed 16 credits for summer (or 18 credits where the load assignment includes lab or studio courses).**