



MEMORANDUM

DATE: June 29, 2023

TO: Deans, Directors, and Chairpersons

FROM: LaKecia Anderson, University Human Resources Administrator
Linda Robinson, Coordinator of Academic Resources
Caroline Roy, Human Resources Associate

SUBJECT: Processing of Lecturer Appointment Forms (LAFs) 2023-2024

This memo provides general instructions for preparing lecturer (part-time teaching faculty) appointment forms for the upcoming 2023-2024 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.

As we previously communicated to you, we are in the process of finalizing a new digitized version of the LAF. While we had hoped to release the new version by now to avoid using fillable PDF forms from the SCSU Human Resources website, we experienced some technical issues that required further attention. To avoid generating a backlog of LAFs, we will continue, for now, using the fillable PDF forms and the process that we have used in past years. However, if the new digitized version is ready for release this summer, we will send additional instructions at that time about switching to the new form and new process at that time.

As in past years, all appointments for lecturers 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 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 handwritten 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 and completion of an I-9.

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.

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 2023 and Spring 2024, 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 Caroline Roy in Human Resources on ext. 25063 or at royc9@southernct.edu. Thank you.

cc: Linda Cunningham, AAUP

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 and Darci Carson 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 (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** (community college or UConn credits are not to be included in total).
- 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 so that the appointment is charged to the correct funding source. 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) and Caroline Roy (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.
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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 course that is being eliminated that was on original form should still be listed on revision, but the credits should be noted as (0).**
- A copy of the original lecturer appointment form is no longer required as an attachment with 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.
 - **A course that is being eliminated that was on original form should still be listed on revision, but the credits should be noted as (0).**
 - Please note that resignation appointments should be completed immediately to avoid overpayment to the individual.
 - A copy of the original lecturer appointment form is not required as an attachment with 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 corrections and a list of all credits, courses, salary rate, and the corrected total salary for the session.**
 - A copy of the original lecturer appointment form is not required as an attachment with 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 2023 - Summer 2024

Semester	Department to Dean	Dean to Academic Affairs	Academic Affairs to Human Resources
Fall 2023	July 7, 2023	July 14, 2023	July 21, 2023
Intersession 2024	September 15, 2023	September 29, 2023	October 6, 2023
Spring 2024	October 13, 2023	October 27, 2023	November 3, 2023
Spring Break 2024	November 20, 2023	November 24, 2023	December 1, 2023
Summer A5 2024	March 1, 2024	March 15, 2024	March 22, 2024
Summer A6 2024	March 1, 2024	March 15, 2024	March 22, 2024
Summer B5 2024	April 26, 2024	May 10, 2024	May 24, 2024
Summer B6 2024	April 26, 2024	May 10, 2024	May 24, 2024
Summer B3 2024	April 26, 2024	May 10, 2024	May 24, 2024

Connecticut State University System
AAUP Part-Time Member Payroll Calendar
Academic Year 2023 - 2024

# of Pay Periods	Fall 2023 Payroll Dates	Pay Date
1	8/25/2023 – 9/7/2023	9/22/2023
2	9/08/2023 – 9/21/2023	10/06/2023
3	9/22/2023 – 10/05/2023	10/20/2023
4	10/06/2023 – 10/19/2023	11/03/2023
5	10/20/2023 – 11/02/2023	11/17/2023
6	11/03/2023 – 11/16/2023	12/01/2023
7	11/17/2023 – 11/30/2023	12/15/2023
8	12/01/2023 – 12/14/2023	12/29/2023

# of Pay Periods	Spring 2024 Payroll Dates	Pay Date
1	1/12/2024 – 1/25/2024	2/09/2024
2	1/26/2024 – 2/08/2024	2/23/2024
3	2/09/2024 – 2/22/2024	3/08/2024
4	2/23/2024 – 3/07/2024	3/22/2024
5	3/08/2024 – 3/21/2024	4/05/2024
6	3/22/2024 – 4/04/2024	4/19/2024
7	4/05/2024 – 4/18/2024	5/03/2024
8	4/19/2024 – 5/02/2024	5/17/2024

PAY SCHEDULE FOR LECTURERS

AAUP CBA 12.8 Part Time Member Pay Rates 2023-2024
(Fall 2023 through Summer B 2024)

<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	\$1,938
B	Less than the appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed.....	\$2,013
C	Less than the appropriate terminal degree and more than sixty (60) load credits completed	\$2,092
D	Appropriate terminal degree and no more than thirty (30) load credits completed.....	\$2,119
E	Appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed.....	\$2,198
F	Appropriate terminal degree and more than sixty (60) load credits completed	\$2,272

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 **\$2,583** for 2023-2024.

Full-time Faculty Salary for Intersession 2024 and Summer 2024:

<u>Rank</u>	<u>Wages per Load Credit</u>
Professor	\$2,583
Associate Professor	\$2,381
Assistant Professor	\$2,199
Instructor	\$2,013

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	8.75 credits	4 credits	8.75 credits	4 credits

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