



## MEMORANDUM

**DATE:** June 5, 2019

**TO:** Deans, Directors, and Chairpersons

**FROM:** Marlene Cordero, University Human Resources Administrator  
Kathy Yalof, Coordinator of Academic Resources

**SUBJECT:** Processing of Lecturer Appointments – 2019-2020

This memo will serve as instructions for preparing Lecturer (part-time teaching faculty) appointments for the upcoming 2019-2020 academic year. Please adhere to these guidelines in order to ensure timely processing of appointments and payments.

All appointments for lecturers for the 2019-2020 academic year should be forwarded to the respective Dean by the deadline indicated on the attached Appointment Deadline schedule. The Office of Human Resources will give the final approval for all appointments, and will email the appointment letters to all lecturers, along with any other pertinent information.

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 an original 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 may 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, which is maintained in the Office of Human Resources.

The Hiring Process is as follows:

1. Chair of department recommends hiring:

Lecturer appointment forms will be prepared by the department and submitted to the Dean in accordance with the attached deadline schedule. Appointments submitted after the established deadline will be considered late and a delay in salary compensation may occur.

2. Dean approves the appointment:

a. The appropriate Academic Dean approves the appointment of the lecturer by signing the appointment form.

b. The original appointment form is then forwarded to the Office of Academic Affairs.

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 and processes the paperwork, including the background check where appropriate.

5. **The appointment letter is prepared by Human Resources and is e-mailed to the faculty member's SCSU e-mail address.** The Office of Human Resources will process the appointment. A representative from Human Resources will meet with each **NEW** lecturer prior to the start of employment.

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 2019 and Spring 2020, 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 Marlene Cordero at x25537.

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 Kathy Yalof in Academic Affairs and Darci Carson in Human Resources as soon as possible notifying her 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. The Office of Human Resources prepares the cancellation letter and e-mails it to the faculty member's SCSU e-mail address.
4. The Office of Human Resources will forward a copy of the cancellation 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.)
  - 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. There is no need to complete a SCSU employment application.

\*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 completed in the Office of Human Resources.

**IMPORTANT:** Appointment letters will be forwarded to the employee's SCSU e-mail address, with the exception of new hires, who will be assigned a SCSU e-mail account once all new hire paperwork has been completed. If the e-mail address is left blank on the lecturer appointment form, it will be returned to the department for completion. Since appointment letters will no longer be mailed to the employee's home address, it is especially important for all lecturer appointment forms to include the SCSU e-mail address. Otherwise, lecturers may not receive their appointment letter.

All forms are available on the HR website.

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### BANNER:

All appointments must indicate the correct Banner Index number. The Index number can be placed in the Org field until the lecturer appointment is updated with 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.

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## **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.

**The dual employment forms have been revised by the Department of Administrative Services. Please refer to the Office of Human Resources' website for the up-to- date Dual Employment Form that should be used. Complete ALL relevant information on the dual employment form, including the employment information and hours for both the primary and secondary agency.**

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

## INSTRUCTIONS FOR REVISING LECTURER APPOINTMENTS:

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

1. When a class is cancelled (Deans must approve cancelled classes):

- Indicate on the top of the appointment:

### **REVISED: CANCELLATION/DELETION**

- Please be sure to check off “Revised” on the appointment form.
  - If a cancelled or reassigned course causes a change to the salary 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 salary compensation. This will assist in making sure there is no overpayment to the employee.
  - The Department/Dean’s office should forward an e-mail to Kathy Yalof (Academic Affairs) and Darci Carson (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.
  - **A copy of the original appointment is required and must be attached to the appointment revision.**
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2. When an assignment is changed, but the credits and salary remain the same:

- Indicate on the top of the appointment:

### **REVISED: CHANGE IN ASSIGNMENT ONLY**

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

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 appointment:

**REVISED: REDUCTION IN ASSIGNMENT**

- Please be sure to check off “Revised” on the appointment form.
  - Indicate the specific starting and ending dates of employment, the corrected total of credits/hours, salary rate, and correct total salary for the session earned during the period of employment. The total salary for the session is the new salary.
  - Please note that resignation appointments should be completed immediately to avoid overpayment to the individual.
  - **A copy of the original appointment is required and must be attached to the appointment revision.**
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4. When credits, courses, or hours are added to an existing appointment:

- Indicate on the top of the appointment:

**REVISED: ADDITIONAL CREDIT(S) AND PAY ADJUSTMENT**

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

- Indicate on the top of the appointment:

**REVISED: NAME CHANGE ONLY**

- Please be sure to check off “Revised” on the appointment form.
  - The appointment should include former name in addition to the new name, as well as the number of credits, course, hours, salary rate, and assignment.
  - Please have the employee contact the Office of Human Resources so they can provide the appropriate documentation needed to process the name change
  - **A copy of the original appointment is required and must be attached to the appointment with 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 the Dean, Administrative Assistant to the Dean, Chairperson, and Department Secretary of the address change.
  - A revised Lecturer Appointment form is not necessary.
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## **Appointment Deadlines**

### **For Lecturer Appointments**

**Fall 2019 – Summer 2020**

<b>Semester</b>	<b>Department to Dean</b>	<b>Dean to Academic Affairs</b>	<b>Academic Affairs to Human Resources</b>
<b>Fall 2019</b>	<b>June 21, 2019</b>	<b>June 28, 2019</b>	<b>July 5, 2019</b>
<b>Intersession 2020</b>	<b>September 20, 2019</b>	<b>October 4, 2019</b>	<b>October 11, 2019</b>
<b>Spring 2020</b>	<b>October 18, 2019</b>	<b>November 1, 2019</b>	<b>November 8, 2019</b>
<b>Spring Break 2020</b>	<b>November 25, 2019</b>	<b>November 29, 2019</b>	<b>December 6, 2019</b>
<b>Summer A 2020</b>	<b>March 6, 2020</b>	<b>March 20, 2020</b>	<b>March 27, 2020</b>
<b>Summer B 2020</b>	<b>May 1, 2020</b>	<b>May 15, 2020</b>	<b>May 20, 2020</b>
<b>Summer C 2020</b>	<b>May 8, 2020</b>	<b>May 22, 2020</b>	<b>May 29, 2020</b>

#### **Important:**

- **Cancellation of appointments and notification to lecturer must be processed immediately (see instructions on page 7.)**

**Connecticut State University System  
AAUP Part-Time Member Payroll Calendar  
Academic Year 2019 - 2020**

<b># of Pay Periods</b>	<b>Fall 2019 Payroll Dates</b>	<b>Pay Date</b>
1	8/30/2019 – 9/12/2019	9/27/2019
2	9/13/2019 – 9/26/2019	10/11/2019
3	9/27/2019 – 10/10/2019	10/25/2019
4	10/11/2019 – 10/24/2019	11/08/2019
5	10/25/2019 – 11/07/2019	11/22/2019
6	11/08/2019 – 11/21/2019	12/06/2019
7	11/22/2019 – 12/05/2019	12/20/2019
8	12/06/2019 – 12/19/2019	1/03/2020

<b># of Pay Periods</b>	<b>Spring 2020 Payroll Dates</b>	<b>Pay Date</b>
1	1/17/2020 – 1/30/2020	2/14/2020
2	1/11/2020 – 2/13/2020	2/28/2020
3	2/14/2020 – 2/27/2020	3/13/2020
4	2/28/2020 – 3/12/2020	3/27/2020
5	3/13/2020 – 3/26/2020	4/10/2020
6	3/27/2020 – 4/09/2020	4/24/2020
7	4/10/2020 – 4/23/2020	5/08/2020
8	4/24/2020 – 5/07/2020	5/22/2020

# PAY SCHEDULE FOR LECTURERS

AAUP CBA 12.8 Part-time Member Pay Rates – 2019-2020  
(Fall 2019 through Summer C 2020)

<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 .....	\$1,610
B	Less than the appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed .....	\$1,672
C	Less than the appropriate terminal degree and more than sixty (60) load credits completed .....	\$1,738
D	Appropriate terminal degree and no more than thirty (30) load credits completed.....	\$1,760
E	Appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed .....	\$1,825
F	Appropriate terminal degree and more than sixty (60) load credits completed .....	\$1,887

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 **\$2,146** for 2019-2020.

## **Full-time Faculty Salary for Intersession 2020 and Summer 2020:**

<u>Rank</u>	<u>Wages per Load Credit</u>
Professor	\$2,146
Associate Professor	\$1,977
Assistant Professor	\$1,825
Instructor	\$1,672

*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> 8 credits	<u>Session B*:</u> 8 credits	<u>Session C*:</u> 4 credits	<u>Fall:</u> 8 credits	<u>Intersession:</u> 4 credits	<u>Spring:</u> 8 credits	<u>Spring Break:</u> 4 credits
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**\*Not to exceed 16 credits for summer (or 18 credits where the load assignment includes lab or studio courses).**