



## MEMORANDUM

**DATE:** July 5, 2024

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

**FROM:** LaKecia Anderson, University Human Resources Administrator  
Inita Mix, Coordinator of Academic Resources  
Caroline Roy, Human Resources Associate

**SUBJECT: Processing of Lecturer Appointment Forms (LAFs) 2024-2025**

---

This memo provides general instructions for preparing lecturer (part-time teaching faculty) appointment forms for the upcoming 2024-2025 academic year. Please adhere to these guidelines to ensure timely processing of appointments and payments. The link to the updated lecturer appointment form (LAF) for submission through OnBase is posted on the HR website.

All LAFs must be submitted through OnBase and approved by the Chair so that the respective Dean can receive by the deadline dates indicated on the attached Appointment Deadline schedule. The Office of Human Resources gives final approval of all LAFs that are submitted through OnBase.

LAFS submitted for **NEW** lecturers **OR for employees who have had a break in service for more than one year must be noted as “new hires”** on the appointment form so that the Office of Human Resources will be prompted to obtain the following documents from the member:

1. Completed Background Investigation Authorization Form.
2. Current CV and/or resume.

**Human Resources will handle obtaining these documents based on the lecturer status provided by the department on the LAF. Under no circumstances can a new lecturer, for both scenarios described above, 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:
2. Lecturer appointment form (LAF) is prepared by the department through the OnBase electronic platform and should be submitted according to the attached deadline schedule. The LAF is approved

through OnBase by the Chair which then routes the LAF to the Dean. Appointments submitted after the established deadline will be considered late and a delay in salary compensation may occur.

3. Dean approves the appointment:
  - The appropriate Academic Dean reviews the LAF in OnBase.
  - Once approved, the LAF is automatically routed through OnBase to Inita Mix in the Office of Academic Affairs for approval at the Provost level.
4. The Office of Academic Affairs reviews LAF appointments to verify availability of resources and for accuracy, i.e. rank, contractual pay rate, credit limits, etc. Once approved at this level, the LAF is then electronically routed to the Office of Human Resources.
5. The Office of Human Resources reviews the appointment for compliance with contractual guidelines. Once approved the LAF is sent to the Payroll department. The faculty member then receives an appointment contract to their email address, as noted on the LAF.

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 2024 and Spring 2025, 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](mailto:royc9@southernct.edu). Thank you.

cc: Linda Cunningham, AAUP

## **Cancellation Process:**

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. The Department/Dean's office should forward an e-mail to Inita Mix in Academic Affairs, Caroline Roy in Human Resources, Tinesse Hoffler in Human Resources and Ken Pereira in Payroll 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. The department will then submit a revised LAF reflecting the course cancellation through OnBase. The Chair will approve the revised LAF through OnBase. The LAF will automatically be routed to the Dean for approval through OnBase, and then to the final approving parties.
3. Dean approves the cancellation of the appointment.
  - In OnBase, the appropriate Dean approves the cancellation.
  - The Dean will notify the faculty member that the class is cancelled.
  - Academic Affairs receives through OnBase the revised LAF reflecting the cancellation.
  - Once approved by Academic Affairs, the cancellation is routed to the Office of Human Resources.
4. Human Resources will prepare a cancellation letter and e-mail it to the faculty member's email address.
5. 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 [www.southernct.edu/laf](http://www.southernct.edu/laf) - link also can be found on the HR website.)
  - Complete all fields on the form, including SCSU email address of member.
  - Please be sure to correctly indicate at the top of the form whether the member is a “New Hire” or “Returning.” **Please indicate that the faculty member is a “New Hire” if they have had a break in state service for more than one year.** This “New Hire” designation on the LAF will prompt H.R. to send to the faculty member forms for further completion, i.e. background authorization form, request for CV, etc. Again, H.R. will handle this latter process.
    - **Note:** All “new hire” employees as described above are required 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.
  - Note: Please be sure to include **Total CSU Credits to Date** for part time faculty (community college or UConn credits are not to be included in total). If the member is a FT faculty member (applicable during Intersession and Summer appts), the answer to this question should be “N/A.”
  - Indicate the correct start and end dates coinciding with the term when they’ll be teaching in the Course Appointments Section.
- Regarding Dual Employment, please answer the following question on the lecturer form correctly: “Is the appointee presently on another CSU, State, or SCSU payroll?” Regarding the latter part of the question, if a faculty member’s home department within SCSU is different than the department of the appointment, then the answer to this question should be “yes.” This yes answer will prompt H.R. to send to the member the dual employment form, required for their completion.

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 an SCSU e-mail account once they have completed the on-boarding process with Human Resources.

### BANNER:

**All appointments must indicate on the LAF 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 or contact Inita Mix in Academic Affairs at [mixi1@southernct.edu](mailto:mixi1@southernct.edu). Appointments that do not have this information will be denied.

## **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 will be required for the individual to complete.

**To view the Dual Employment Form, please refer to the Office of Human Resources' website for the up-to- date form. The person will be required to complete ALL information on the Dual Employment form for both the PRIMARY and SECONDARY agency.**

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.

## **CLARIFICATION RE: DENIALS / REJECTIONS OF LAFS VS. REVISIONS**

Denial / Rejection: When an LAF is denied by any approving party, **the originator is to resubmit the new LAF as an Original, not as a revision.** A Rejection is a LAF that has been denied before being processed and approved by the Human Resources Team and sent to Payroll.

Types of Denials / Rejections (often due to data input errors):

- **Incorrect Course Information** [*ex. Dates of Appointment, Subject, Code, Course #, Section #, Load Hours, incorrect lecturer status (“new hire” vs. “returning”*)], *etc.*
- **Incorrect Personal Information** (*ex. Lecturer Category, Home Department, etc.*)

LAF denials can be made by the following approvers: Chairs, Deans, Academic Affairs, or H.R.

If the LAF is rejected by an approver and further action is necessary, **the LAF should then be resubmitted with the appropriate corrections as an Original, not as a revision.**

**Revision:** A revision is due to course load adjustments, cancellation, rank correction, *etc. initiated by the department* after a previous original was submitted with approvals underway. A revision may also be needed when a change occurs after a previous original has been fully approved and sent through to Payroll for the same session and individual.

---

## INSTRUCTIONS FOR REVISING/CANCELLING LECTURER APPOINTMENTS:

The Dean notifies the department whenever a class is cancelled.

When a revision or cancellation to an existing lecturer appointment is necessary, the department is to complete a revised lecturer appointment form in OnBase detailing the new information as follows:

### 1. RE: CANCELLATION/DELETION

- When someone's **appointment in a particular department is being completely cancelled reducing them to a total of zero credits**, please be sure to **check off "Revision"** at the top of the LAF. When asked for reason, state "Cancellation/Deletion." Provide the document ID # of the original LAF, and indicate the revision number, i.e., revision #1 for first revision, #2 for second revision, etc.
  - When 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 LAF 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 Inita Mix (Academic Affairs), Caroline Roy (Human Resources), Tinesse Hoffler (Human Resources) and Ken Pereira (Payroll) 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. RE: CHANGE IN ASSIGNMENT ONLY

- When an **assignment is changed**, but the credits and salary remain the same, please be sure to **check off "Revision"** at the top of the LAF. When asked for reason, state "Change in Assignment Only." Provide the document ID # of the original LAF, and indicate the revision number, i.e., revision #1 for first revision, #2 for second revision, etc.
  - Indicate the change in the assignment in the course information section noting the specific start and end dates of course(s), the corrected total of credits, salary rate, and corrected total salary for the session.
  - **A course that is being eliminated that was on the original form should still be listed on the revised LAF, but the credits on the line for that course should be noted as (0).**
-

**3. RE: REDUCTION IN ASSIGNMENT**

- **When credits, course(s), or hours are reduced from an existing appointment or a person resigns before completing their assignment**, please be sure **to check off “Revision”** at the top of the LAF. When asked for reason, state “Reduction in Assignment.” Provide the document ID # of the original LAF, and indicate the revision number, i.e., revision #1 for first revision, #2 for second revision, etc.
  - Indicate the specific start and end dates of the courses, the corrected total of credits, salary rate, and corrected total salary for the session.
  - **A course that is being eliminated that was on the original form should still be listed on the revised LAF, but the credits on the line for that course should be noted as (0).**
  - Please note that resignation appointments should be completed immediately to avoid overpayment to the individual.
- 

**4. RE: ADDITIONAL CREDIT(S) AND PAY ADJUSTMENT**

- **When credits or courses are added to an existing appointment**, please be sure **to check off “Revision”** at the top of the LAF. When asked for reason, state “Additional Credit(s) and Pay Adjustment.” Provide the document ID # of the original LAF, and indicate the revision number, i.e., revision #1 for first revision, #2 for second revision, etc.
  - **The LAF should include corrections and the full list of all credits, courses, salary rate, and the corrected total salary for the session.**
- 

**5. RE: NAME CHANGE ONLY**

- **When a name change is required for an existing appointment**, please be sure **to check off “Revision”** at the top of the LAF. When asked for reason, state “Name Change Only.” Provide the document ID # of the original LAF, and indicate the revision number, i.e., revision #1 for first revision, #2 for second revision, etc.
  - Please have the employee contact the Office of Human Resources so they can provide the appropriate documentation needed to process the name change.
-



6. **RE: ADDRESS CHANGE ONLY**

- 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.
-

**Appointment Deadlines**  
**For Lecturer Appointments**  
**Fall 2024 - Summer 2025**

<b>Semester</b>	<b>Department to Dean</b>	<b>Dean to Academic Affairs</b>	<b>Academic Affairs to Human Resources</b>
Fall 2024	July 15, 2024	July 22, 2024	July 29, 2024
Intersession 2025	September 16, 2024	September 30, 2024	October 7, 2024
Spring 2025	October 14, 2024	October 28, 2024	November 4, 2024
Spring Break 2025	November 18, 2024	November 25, 2024	December 2, 2024
Summer A5 2025	March 3, 2025	March 17, 2025	March 24, 2025
Summer A6 2025	March 3, 2025	March 17, 2025	March 24, 2025
Summer B5 2025	April 28, 2025	May 12, 2025	May 26, 2025
Summer B6 2025	April 28, 2025	May 12, 2025	May 26, 2025
Summer B3 2025	April 28, 2025	May 12, 2025	May 26, 2025

**Connecticut State University System  
AAUP Part-Time Member Payroll Calendar  
Academic Year 2024 - 2025**

<b># of Pay Periods</b>	<b>Fall 2024 Payroll Dates</b>	<b>Pay Date</b>
1	8/23/2024 – 9/5/2024	9/29/2024
2	9/06/2024 – 9/19/2024	10/04/2024
3	9/20/2024 – 10/03/2024	10/18/2024
4	10/04/2024 – 10/17/2024	11/01/2024
5	10/18/2024 – 10/31/2024	11/15/2024
6	11/01/2024 – 11/14/2024	11/29/2024
7	11/15/2024 – 11/28/2024	12/13/2024
8	11/29/2024 – 12/12/2024	12/27/2024

<b># of Pay Periods</b>	<b>Spring 2025 Payroll Dates</b>	<b>Pay Date</b>
1	1/10/2025 – 1/23/2025	2/07/2025
2	1/24/2025 – 2/06/2025	2/21/2025
3	2/07/2025 – 2/20/2025	3/07/2025
4	2/21/2025 – 3/06/2025	3/21/2025
5	3/07/2025 – 3/20/2025	4/04/2025
6	3/21/2025 – 4/03/2025	4/18/2025
7	4/04/2025 – 4/17/2025	5/02/2025
8	4/18/2025 – 5/01/2025	5/16/2025

# PAY SCHEDULE FOR LECTURERS

AAUP CBA 12.8 Part Time Member Pay Rates 2024-2025  
(Fall 2024 through Summer B 2025)

<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 .....	\$2,026
B	Less than the appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed.....	\$2,104
C	Less than the appropriate terminal degree and more than sixty (60) load credits completed .....	\$2,187
D	Appropriate terminal degree and no more than thirty (30) load credits completed.....	\$2,215
E	Appropriate terminal degree and more than thirty (30) but no more than sixty (60) load credits completed.....	\$2,297
F	Appropriate terminal degree and more than sixty (60) load credits completed .....	\$2,375

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 **\$2,700** for 2024-2025.

## **Full-time Faculty Salary for Intersession 2025 and Summer 2025:**

<u>Rank</u>	<u>Wages per Load Credit</u>
Professor	\$2,700
Associate Professor	\$2,489
Assistant Professor	\$2,298
Instructor	\$2,104

*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).**