

Annual Reappointment and Employment Contract Processing Internal Procedures Summer 2014

An Employment Contract is needed:

- A. For a new and visiting employees, or
- B. When the terms and conditions of employment change:
 - ✓ administrative code
 - ✓ class code
 - ✓ work location
 - ✓ permanent change in FTE
 - ✓ administrative title
 - ✓ class title
 - ✓ appointment status; visiting or regular
 - ✓ tenure status
 - ✓ administrative supplements and/or
 - ✓ unit status

An employment contract is not required to document the withdrawal of all or a portion of years' credit towards tenure by a faculty member in accordance with CBA 16.7 (c). A memo should be submitted to the Provost Office to document and approve this request.

New Faculty requirements:

Re-appointment of 9-Month Faculty. On May 28th, the Provost Office will distribute a list of 9 month faculty with a Banner appointment on May 7th. This list will include columns that identify which appointments are visiting, the location code for each faculty member, and any special conditions that are included on the current employment contract. Only E&G appointments of less than 12 months will appear on this list. The Business Managers will review the list for any corrections or changes that require a new employment contract as described in item B. above, or ***any changes to the special conditions*** section of the worksheet and notify the Provost Office by sending an e-mail to Shelly, Dezie and Fiorella no later than June 12th for the College of Business, June 17th for the College of Arts and Science and June 19th for the College of Professional Studies. If a faculty member is or

has received a notice of non-reappointment the standard non-reappointment language should be included in special conditions. At this time, the Business Managers should prepare action sheets for any faculty who are not returning in the fall and need to be removed from the reappointment list.

The Provost Office will make the changes requested and send a final copy to the Business Managers, Human Resources, Contracts & Grants, and the Budget Office no later than June 13th for the College of Business, June 18th for the College of Arts and Sciences and June 20th for the College of Professional Studies. Faculty reappointments that will be processed by HR during this submission are: E&G 9 month faculty reappointments with no changes (any reappointments with changes will be highlighted on the list). HR will use this list to reappoint all 9 month faculty that do not require any changes. Once these appointments are entered in Banner, HR will notify Academic Affairs that the appointments can be reviewed on the Employment Contract Verification list, "OHR 000086".

The 9-month list will reflect the E&G appointment only. If a faculty member is to be paid from another source other than E&G effective at the beginning of the contract period (August 8th), such as a grant account, an action sheet should be prepared by the Business Manager to document the appropriate funding source.

New Faculty and Changes to Employment Contracts. Academic Affairs will provide a list of new faculty, and 12 month faculty to the Business Managers by June 16 for review. This list will contain the department name and account number assigned, position number, funding source (replacement, differential, or growth) and name of the faculty member. Academic Affairs will process any needed changes and send the list of the names, etc. of new faculty to HR and the Budget Office by June 27. All employment contracts for appointments with changes in terms and conditions will be sent to HR and the Budget Office at this time as well.

After the June 27 submission, the Business Managers will e-mail Shelly any additional new hires or changes that are needed. All draft and signed copies of offer letters for new faculty hires at this time should be e-mailed to Irene Patti with copies to Shelly Blake, Fiorella Raffo, Christine Niemann and Budget Office budgets@uwf.edu. IMPORTANT: Signed offer letters should be scanned and e-mailed to individuals noted in the preceding sentence. If the effective date of the hire is August 8th, HR will process the

appointment based on the employment contract. If the date of hire is other than August 8th, an action sheet should be processed by the Business Manager for HR to process the appointment.

For faculty hired during the year, an employment contract should be prepared by Academic Affairs and sent to the Colleges for signatures. The Business Manager should prepare the action sheet and the SACS criteria form. HR also requires all [essential documents](#).

New Hires ABD. When a new faculty member is hired as ABD, a copy of the transcript must be sent to the Provost Office once the degree has been conferred. An action sheet should also be processed to make any changes to salary or the employment contract. The Provost Office will prepare a new employment contract after the action sheet is received. If an action sheet is not required (because there are no changes to salary, etc.), a copy of the transcript must still be sent to the Provost Office. A letter on official stationery from the institution certifying that the doctoral candidate has successfully completed the dissertation defense and all that remains is submission of the dissertation (however the school wants to word it) is acceptable documentation to process the action sheet to effect a pay increase, etc. However, an official transcript must ultimately be on file and received in the Provost Office.

Copies of Originals. OHR and payroll receive the same copy. The Budget Office also receives a copy. The Deans offices will have access to electronic copies.

Sabbaticals. Only need action sheets for faculty on a full-year sabbatical at half-pay. Academic Affairs will provide a list to OHR of faculty members on a one semester sabbatical with any deferrals notated.