

## Annual Employment Contract Processing Quick Reminders

### An Employment Contract is needed:

- A. For a new employee, 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.

**Re-appointment of 9-Month Faculty.** Academic Affairs will distribute a 9-month faculty list to the Business Managers no later than June 15<sup>th</sup>. Any appointment of less than 12 months will appear on this list. The list will include E&G appointments only. Business Managers will review the list and e-mail any changes that are needed within two weeks. At this time, the Business Managers should prepare action sheets for any faculty who are not returning in the fall.

Academic Affairs 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 July 15<sup>th</sup>. HR will use this list to reappoint all 9 month faculty who will not receive an employment contract. HR will provide Academic Affairs with an edit list of all 9-month reappointments that are processed from this list.

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 8<sup>th</sup>), such as a grant account, an action sheet should be prepared by the Business Manager to document the appropriate funding source.

**New Faculty.** Academic Affairs will provide a list of new faculty to the Business Managers by June 1 for review. This list will contain the department name and account number assigned, 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 15<sup>th</sup>.

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

**Employment Contracts.** Changes in the terms and conditions of employment for 9-month and 12-month appointments will be documented with a new employment contract. Employment contracts will be sent to HR two weeks prior to the deadline for that pay period.

**Copies.** Two copies will be printed for the colleges, the Original and Deans Office Copy. OHR and payroll receive the same copy. The Budget Office also receives a copy.

**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.