

## **Annual Reappointment and Employment Contract Processing Internal Procedures**

### **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.

**Re-appointment of 9-Month Faculty.** On May 1, the Provost Office will distribute a list of 9 month faculty with a Banner appointment on April 30<sup>th</sup>. 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 and notify the Provost Office by sending an e-mail to Shelly no later than May 24<sup>th</sup>. 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 1. Faculty reappointments that will be processed by HR during this submission are: 1) E&G 9 month faculty reappointments with no changes (any reappointments with changes will be highlighted on the list), 2) employment

contracts for visiting appointments and 3) employment contracts for promotion and tenure changes. HR will use this list to reappoint all 9 month faculty in these categories. Once these appointments are entered in Banner, 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 and Changes to Employment Contracts.** Academic Affairs will provide a list of new faculty to the Business Managers by June 15 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 29<sup>th</sup>. 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 29<sup>th</sup> submission, the Business Managers will e-mail Shelly for any new hires or changes that are needed. A separate list will be prepared to track these changes and these lists along with appropriate employment contracts will be sent to OHR and the Budget Office at the end of each week. In other words, the Provost Office will generate a weekly list to track new hires and changes after June 29<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](#).

**Copies of Originals.** 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.