

Creating Adjunct Teaching Agreements

Update: November 2022



1



Update

- Adjunct Teaching Agreements no longer require written signatures from the adjunct or the Associate Dean.



2

Signing In – TEST Environment

A test environment has been created to allow you to practice how to create an Adjunct Teaching Agreement.

The test environment can be found here:

<https://sasbot.slcc.edu/webforms/adjunctAgreementTEST/login.aspx>

The screenshot shows the login interface for the TEST environment. At the top left is the Salt Lake Community College logo. The header text reads "Adjunct Faculty" and "Term Adjunct Teaching Agreement". A yellow notice box states: "Notice: You are operating in the TEST environment." with "TEST" circled in red. Below this, it says "Please log in using your MyPage Username and Password". There are input fields for "Username:" and "Password:", followed by a "Log In" button. At the bottom, copyright information for Salt Lake Community College 2012 is displayed.

3

Signing In – LIVE Environment

When you are ready to create an Adjunct Teaching Agreement, go to the following website:

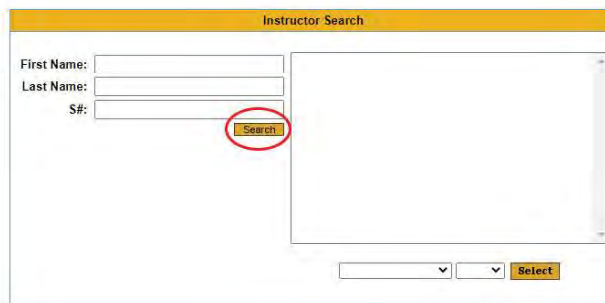
<https://sasbot.slcc.edu/webforms/adjunctagreement/login.aspx>

The screenshot shows the login interface for the LIVE environment. It features the same layout as the TEST environment, including the Salt Lake Community College logo, the header "Adjunct Faculty" and "Term Adjunct Teaching Agreement", and a yellow notice box stating: "Notice: You are operating in the LIVE environment." with "LIVE" circled in red. The login instructions and fields are identical: "Please log in using your MyPage Username and Password", "Username:" and "Password:" input fields, and a "Log In" button. The footer contains the same copyright information for Salt Lake Community College 2012.

4

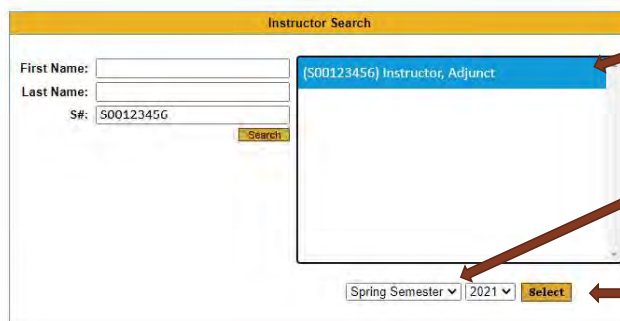
Creating a Contract

- Enter the adjunct's First Name, Last Name and S#, then click "Search".
- You can also search with an S#.



5

Instructor Search



- Select the correct name from the list in the box on the right.
- Choose the semester and year for the contract using the drop-down menus.
- Click "Select".

6

ADJUNCT TEACHING DATABASE UPDATE:

The Adjunct Teaching Database was modified to generate Adjunct Teaching Agreements for Lab Courses. There are three (3) different compensation rates and two (2) different methods of ACA reporting within the database based on the Lecture or Lab Agreement selected.

Note: IT IS CRITICAL THAT the CRN TYPE is aligned with the CORRECT Course type and title.

The Modifications are:

1. **NEW: LOAD Calculation Column:** This calculation is the load equivalent in terms of Load limits for both Agreements (Lecture and Lab).
2. **NEW: Lab Agreement CRN:** Used for Lab Courses within Biology and Natural Sciences. Courses are classified as Hourly Lab Instruction.
3. **NEW: Lecture Agreement CRN:** - Used for traditional Lecture Courses.
4. **NEW: Prison Lecture Agreement-** Used for Prison Education Courses.

NEW MODIFICATION: LOAD Calculation Column

EXAMPLE: The Lab is 3 Contact Hours; however, the load equivalency to Lecture is 1.22. The Load Calculation is based on Lecture CRN or Lab CRN, and parts of term for all contracts.

Saved Contracts								Add
#	Dept/Div	Session	Index	Account	Credit	Contact	Load	Total Pay
4	Chemistry	Full Term (1)	ASNCHM	61120	1	3	1.22	\$1,569.00
20851: CHEM 1115-403 Elementary Chemistry Lab : LabCrm					1	3	1.22	\$1,569.00

The load limits are the same according to parts of term and semester.

Maximum Limit: FALL/SPRING 11 Load Units

Maximum Limit: SUMMER 9 Load Units

NEW MODIFICATIONS: LECTURE, LAB CRN, OR PRISON LECTURE AGREEMENTS:

The New Contract Screen now has the three (3) options – see examples below:

The screenshot shows the 'Create New Contract' interface. At the top, there's a yellow header bar with the title 'Create New Contract'. Below it, there's a form with a 'CRN:' text box and a 'CRN Type:' dropdown menu. The dropdown menu is open, showing three options: 'Adjunct Prison Lecture Agreement CRN', 'Adjunct Lecture Agreement CRN', and 'Adjunct Lab Agreement CRN'. To the right of the dropdown, there are 'Search' and 'Cancel' buttons. Below the dropdown, there's a 'Discard Contract' button. At the bottom of the form, there's a 'Saved Contracts' section with a 'Refresh' button and a message: '(No saved contracts found for this instructor in the specified Semester/Term)'.

Correct Example:

IT IS CRITICAL the CRN TYPE is aligned with the CORRECT Course type and title.

The screenshot shows the 'Create New Contract' interface. At the top, there's a yellow header bar with the title 'Create New Contract'. Below it, there's a form with a 'CRN:' text box containing '20851' and a 'CRN Type:' dropdown menu. The dropdown menu is open, showing three options: 'Adjunct Prison Lecture Agreement CRN', 'Adjunct Lecture Agreement CRN', and 'Adjunct Lab Agreement CRN'. The 'Adjunct Lab Agreement CRN' option is highlighted. To the right of the dropdown, there are 'Search' and 'Cancel' buttons. Below the dropdown, there's a table with the following data:

CRN	Subject	Course	Section	Title	Split %	
20851	CHEM	1115	403	Elementary Chemistry Lab	100	Save

Below the table, there's a label 'Apply Split % to:' followed by a dropdown menu showing 'Contact Hours and Pay'.

A BAD Example (Error:

The screenshot shows the 'Create New Contract' interface. At the top, there's a yellow header bar with the title 'Create New Contract'. Below it, there's a form with a 'CRN:' text box containing '20851' and a 'CRN Type:' dropdown menu. The dropdown menu is open, showing three options: 'Adjunct Prison Lecture Agreement CRN', 'Adjunct Lecture Agreement CRN', and 'Adjunct Lab Agreement CRN'. The 'Adjunct Lecture Agreement CRN' option is highlighted. To the right of the dropdown, there are 'Search' and 'Cancel' buttons. Below the dropdown, there's a table with the following data:

CRN	Subject	Course	Section	Title	Split %	
20851	CHEM	1115	403	Elementary Chemistry Lab	100	Save

Below the table, there's a label 'Apply Split % to:' followed by a dropdown menu showing 'Contact Hours and Pay'.

In this example, CRN 20851 is a Lab Course; however, the user selected the Lecture Agreement CRN. The system will not allow you to finish this Teaching Agreement.

Generating the Agreement

- Any contracts generated for the semester chosen should be listed under **Saved Contracts**.
- If there is nothing listed, the adjunct has not had a contract created.
- Click "Add Contract".

Spring Semester 2021 [Back to Search](#)

Instructor Name: Adjunct Instructor
Instructor S#: S00123456

Work Email: Adjunct.Instructor@slcc.edu
Personal Email: AInstructor@gmail.com

Saved Contracts [Add Contract](#) [Refresh](#)

(No saved contracts found for this instructor in the specified Semester/Term)

7

Adding the Course

Fall Semester 2020 [Back to Search](#)

Instructor Name: James Broadbent
Instructor S#: S00420317

Work Email: james.broadbent@slcc.edu
Personal Email: (Not Found)

Create New Contract [Add Course](#)

(Courses have not yet been added to this contract)

[Discard Contract](#)

Saved Contracts [Refresh](#)

(No saved contracts found for this instructor in the specified Semester/Term)

Click on the
"Add Course"
button

8

Adding the Course

- You will need the CRN for the section(s) being taught. Enter the CRN and click "Search".
- Double check the Split % to make sure it is correct. If a split is not 100%, enter the correct Split %.
- **Do not change the "Apply Split %" field.**
- Click "Save".

The screenshot shows the 'Create New Contract' form. At the top, there is a 'CRN' input field with '23803' entered and a 'CRN Type' dropdown menu set to 'Adjunct Lecture Agreement CRI'. Below this is a table with columns: CRN, Subject, Course, Section, Title, and Split %. The table contains one row: 23803, MA, 1100, 707, Medical Terminology, and 100. To the right of the table is a 'Split %' input field with '100' and a 'Save' button. Below the table is an 'Apply Split % to:' dropdown menu set to 'Contact Hours and Pay'. At the bottom, there is a 'Discard Contract' button and a 'Saved Contracts' section with a 'Refresh' button.

9

Entering Split %

The screenshot shows the 'Create New Contract' form. At the top, there is a 'CRN' input field with '23803' entered and a 'CRN Type' dropdown menu set to 'Adjunct Lecture Agreement CRI'. Below this is a table with columns: CRN, Subject, Course, Section, Title, and Split %. The table contains one row: 23803, MA, 1100, 707, Medical Terminology, and 10. To the right of the table is a 'Split %' input field with '10' and a 'Save' button. Below the table is an 'Apply Split % to:' dropdown menu set to 'Contact Hours and Pay'. At the bottom, there is a 'Discard Contract' button and a 'Saved Contracts' section with a 'Refresh' button.

- If a split is not 100%, enter the correct Split %.
- The credit hours and total pay will be automatically calculated for the CRN.

****If the calculated credit hours are not correct, please contact Katrina Green in scheduling.**

10

- You can add another CRN to the contract by clicking “Add Course” and entering another CRN.
- Once all CRN are listed, select the **Start Date** and **End Date** on the calendar.
- **The Start Date and End Date on a contract can be modified if it is entered incorrectly, or if the adjunct does not fulfill his/her/their teaching agreement. See “Modifying a Contract” for more information.*
- Click “Create Contract”.

11

UPDATE:

Sending the Contract to the Associate Dean or Department Chair

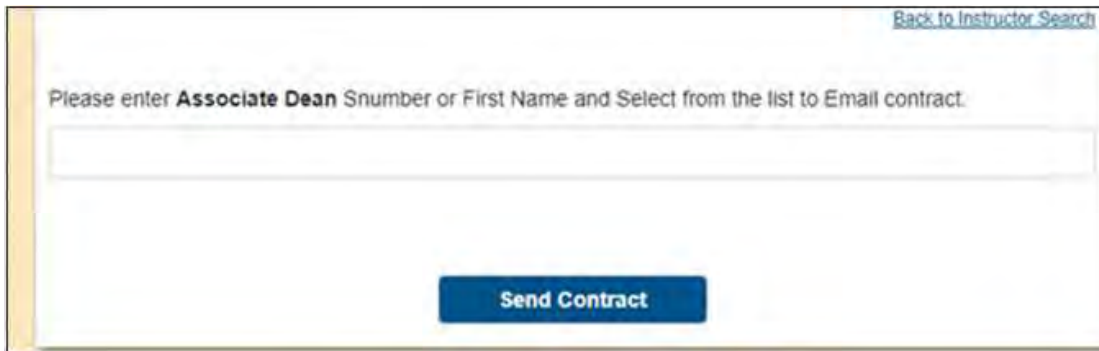
- The initial search for contract signer is by INDEX. The index is the one found as the CRN is being added to the Contract

12

UPDATE (continued):

**Sending the
Contract to the
Associate Dean or
Department Chair**

- If the Admin creating the contract decides to change AD, the search for contract signer is from Employee table and it can be any employee S#.



The screenshot shows a web form with a light blue header bar containing a link labeled "Back to Instructor Search". Below the header, the form contains the instruction "Please enter **Associate Dean** Snumber or First Name and Select from the list to Email contract." followed by a large, empty text input field. At the bottom center of the form is a blue button with the text "Send Contract".

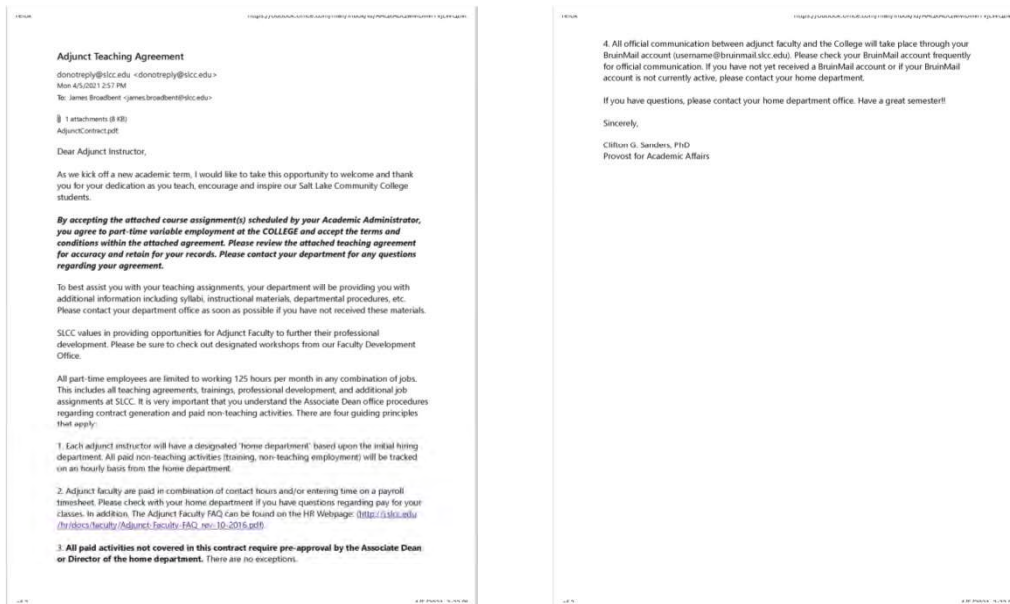
Email Confirmation

- If the contract was sent successfully, a confirmation page will appear.
- Click "Back to Instructor Search" to generate a contract for another instructor.



13

Example – Adjunct Email Notification



14

you agree to part-time variable employment at the COLLEGE and accept the terms and conditions within the attached agreement. Please review the attached teaching agreement for accuracy and retain for your records. Please contact your department for any questions regarding your agreement.

The faculty member agrees to part-time teaching employment at the COLLEGE under the following terms and conditions:

By accepting the attached course assignment(s) scheduled by your Academic Administrator, you agree to part-time variable employment at the COLLEGE and accept the terms and conditions within the attached agreement. Please review the attached teaching agreement for accuracy and retain for your records. Please contact your department for any questions regarding your agreement.

All part-time employees are limited to working 12.5 hours per month in any combination of jobs. This includes all teaching assignments, trainings, professional development, and additional job assignments at SLCC. It is very important you review the Associate Dean's office procedures regarding contract generation and paid non-teaching activities. There are four guiding principles that apply:

1. Each adjunct instructor will have a designated "home department" based upon the initial hiring department. All paid non-teaching activities (training, non-teaching employment) will be tracked on an hourly basis from the home

15

Example – Adjunct Teaching Agreement

General Information

Pay Amount

**SALT LAKE COMMUNITY COLLEGE
ADJUNCT TEACHING AGREEMENT**

ADJUNCT FACULTY: Adjunct Instructor BANNER ID: S00123456
 INDEX/ACCOUNT: AMHMD061119 Dept/Division: Medical Assistant
 TERM: Spring SESSION: Concurrent Enrollment YEAR: 2021
 (CC)

The ADJUNCT FACULTY MEMBER agrees to part-time teaching employment at the COLLEGE under the following terms and conditions:

- A minimum number of students, as determined by the College, must register for each course before the course will be offered by the COLLEGE. The COLLEGE reserves the right to reassign courses covered by this agreement to a full-time faculty member in order to complete higher contractual teaching requirements.

COURSE ID SECTION	TITLE DESCRIPTION	CREDIT HOURS	STUDENT CONTACT HOURS/WEK	TOTAL
MA 1100-701	Medical Terminology (Split 53.3%)	3	1,599	\$1,359.15
TOTALS		3	1,599	\$1,359.15

- The ADJUNCT FACULTY MEMBER will receive **\$1,359.15** in pay in the term following the payroll calendar. If a course is canceled at any time after the first meeting with the class, the ADJUNCT FACULTY MEMBER's pay will be prorated by a percentage of the Teaching Agreement for actual classroom instruction performed. If all courses included in this agreement are canceled at any time during the term, this agreement automatically terminates. The Adjunct Faculty member agrees to submit all grades within 72 hours after the final exam.
- The COLLEGE shall not offer, nor shall the ADJUNCT FACULTY MEMBER accept, any teaching assignments, which exceeds 11 weekly contact hours. For a complete list of adjunct faculty teaching limits by term, please see the Adjunct Faculty Workload Limits page on the Human Resources website. In addition, the COLLEGE shall not offer, nor shall a Full-time Staff or Administrator accept, any adjunct teaching assignment that exceeds 50 FTE of the Faculty Load (including summer) per semester (7.5 contact hrs for Fall/Spring, 5 contact hours for summer). A Full-time Staff or Administrator must have their supervisor written permission to teach all classes listed.
- It is fully understood and agreed that due to the policies and procedures encompassed within the Affordable Care Act, any utilization/reimbursement for non-teaching hours, i.e. mandatory training, professional development, performance, and/or any hourly related duties, will necessitate prior written approval from the Associate Dean.
- The ADJUNCT FACULTY MEMBER agrees to complete ALL required training provided online by the COLLEGE and additional training as determined by the Department. Compensation for all trainings and non-teaching assignments will be submitted at an hourly rate. The Adjunct Faculty Member agrees to abide by all applicable executive orders, federal, state, and local laws, rules and regulations, College policies and procedures, in effect as of the date of this Agreement, and as they may change or be amended from time to time. COLLEGE communications are distributed via e-mail and it is the responsibility of the ADJUNCT FACULTY MEMBER to read his/her e-mail on a weekly basis.
- The ADJUNCT FACULTY MEMBER'S teaching performance is subject to evaluation as determined by the COLLEGE during the term governed by this agreement using the COLLEGE designated student evaluation documents. Additional evaluation tools or methods may be used as determined by the Academic Administrators.
- Adjunct faculty positions are funded from part-time budgeted dollars and are provided benefits at the same level as all other part-time employees in this employment classification but are not provided with benefits such as contributions to retirement, medical insurance, vacation, or sick leave. These positions are filled for a term at a time. Accordingly, this agreement governs one term only and expires or terminates at the end of the designated term.
- This agreement will be signed by both parties, generally prior to the course start date.

I acknowledge that I have read, understood, and agree to the terms and conditions set forth in this agreement. Further, I understand that there is no expectation of continued ADJUNCT teaching or other employment at the COLLEGE beyond the term governed by this agreement.

Associate Dean/Program Director: James Broadbent Date: 4/5/2021 Banner ID: S00429317

CRM, Credit Hours

No Signature Required!

16

Sending Contracts to Payroll



- Save a copy of each contract as a PDF. (As the originator, you will receive a copy of the contract via email.)



- Compile all contracts into one electronic folder.



- Email your electronic folder to Payroll@slcc.edu

**In order to reduce the volume of emails to Payroll, please do not send contracts individually to Payroll unless there is an update or change.*

17

Modifying a Contract

- If you need to change a percentage on the contract, click the calendar icon and make adjustments.

***If you do not see the Send button, Calendar icon or Delete icon, you are not the originator of the contract and do not have authorization in the system to make changes to the contract.*

Spring Semester 2021


[Back to Search](#)

Instructor Name: Adjunct Instructor
Instructor S#: S00123456

Work Email: Adjunct.Instructor@slcc.edu
Personal Email: AInstructor@gmail.com

Saved Contracts

[Add Contract](#) [Refresh](#)

#	Dept/Div	Session	Index	Account	Credit	Contact	Load	Total Pay	Email	
1	Medical Assistant	Concurrent Enrollment (CC)	AMHMDA	61110	3	3	0.30	\$255.00	Send	 
23803: MA. 1100-707 Medical Terminology [Split: 10%]: LectureCrm					3	3	0.3	\$255.00		

18

Modifying a Contract (Continued)

- After you have updated the information, be sure to note the reason for the change under **Additional Details** and click "Save".
- Once you've saved the contract, the screen will prompt you to add the AD's S# or First Name and give you recipient options as you type. Select the appropriate AD or Chair and press "Send Contract".
- A copy will go to the adjunct, the originator, and the AD or Chair.
- Please save a PDF copy and email to Payroll so they can process the modification.

Adjunct Contract Change Form

Effective Date: April 2021 | Contract End Date: April 2021

Instructor: Adjunct Instructor (S00123456)
Semester: Spring 2021
Contract #: 2
Session: Concurrent Enrollment (CC)
Dept/Div: Medical Assistant
Acc/Index: 61110/AMHMDA

CN	Course	Credit	Contact	Load	Pay	New %	Lecture or Lab Cn
23802	MA 1100-706 Medical Terminology	3	3	1.5	\$1,275.00	25%	LectureCn

Additional Details: (Required)
New Split %: Save

19

Example – Adjunct Teaching Agreement Change Form

ADJUNCT TEACHING AGREEMENT CHANGE FORM

TODAY'S DATE: 04/12/2021
INSTRUCTOR NAME: Adjunct Instructor
BANNER ID: S00123456
DEPT/DIV: Medical Assistant
SEMESTER/TERM: Spring 2021
ACCOUNT/INDEX: 61110/AMHMDA
EFFECTIVE DATE: 03/01/2021

By request of the Associate Dean/Program Director, the Adjunct Instructor's current course schedule is revised. All conditions of the current Teaching Agreement signed by the instructor shall not change. The revisions must be within the approved number of contact HRS per week as stated in the original adjunct agreement. The original is sent to payroll and a copy will be given to the instructor by the department.

Course Adjustments

COURSE	%CHANGE	CONTACT HRS	ADJUSTMENTS
23803: MA 1100 707 Medical Terminology	-25.00%	1.5	-\$637.50
TOTAL ADJUSTMENT			-\$637.50

Comments:
New Split %

Associate Dean/Program Director: James Broadbent | Date: 4/12/2021 | Banner ID: S00420317

PAYROLL USE ONLY

HR ADJUNCT TEACHING AGREEMENT CHANGE FAF FORM 040521 | Revised April 2021

20

Modifying a Contract (Continued)

- If an instructor does not complete the contract and needs a pay adjustment, the contract needs to be modified to reflect the percentage of days taught, which will also adjust the pay. To do this, click the calendar icon and change the dates on the calendar to reflect the number of days taught by entering the correct effective date and contract end date, then figure the percentage of days taught and enter it in Split %.
- Please contact Payroll for help with these calculations.
- Once you've saved the contract, the screen will prompt you to add the AD's S# or First Name and give you recipient options as you type. Select the appropriate AD or Chair and press "Send Contract".
- A copy will go to the adjunct, the originator, and the AD or Chair.
- Email a copy of the modified contract to Payroll so they can process the change.

21

Deleting a Contract

- It is possible to delete a contract by using the red "X", **but only if payroll has not processed the contract**. Please check with payroll first.

*****You must be the creator in order to delete the contract.***

Spring Semester 2021

[Back to Search](#)

Instructor Name: Adjunct Instructor


Instructor S#: S00123456

Work Email: Adjunct.Instructor@slcc.edu

Personal Email: AInstructor@gmail.com

Saved Contracts

[Add Contract](#)
[Refresh](#)

#	Dept/Div	Session	Index	Account	Credit	Contact	Load	Total Pay	Email	
1	Medical Assistant	Concurrent Enrollment (CC)	AMHMDA	61110	3	3	0.30	\$255.00	Send	
23803: MA 1100-707 Medical Terminology [Split: 10%] : LectureCrm					3	3	0.3	\$255.00		

22

Deleting a Contract (Continued)

- Upon deleting a previously emailed contract (pressing the red "X"), an email is automatically sent to the originator, the Associate Dean/Department Chair, and the adjunct instructor with the following message:

Dear Adjunct Instructor,

This email is to inform you that the Adjunct Teaching Agreement created for you has been deleted. There is no further action required. Please contact your home department for further information.

23

Deleting a Contract Payroll Has Processed

- If Payroll has processed a contract that you need to delete, you must *modify* the contract instead.
- Click on the calendar icon.
- Select the effective date and the new end date of the contract.
- Enter 0 as the new % and make sure to enter the reason of the change in "Additional Details".
- Click "Save" and the new agreement will be sent to the adjunct instructor and the originator.
- The next screen will prompt you to send the modified contract to the AD or Chair. Enter the AD's S# or First Name to send.
- Email a copy of the modified contract to Payroll so they can make the necessary adjustments to the adjunct's pay.

Spring Semester 2021

Instructor Name: Adjunct Instructor
Instructor S#: 500123456

Work Email: adjunct.instructor@plus.edu
Personal Email: adjunctinstructor@gmail.com

#	Institute	Session	Index	Account	Credit	Contract	Load	Total Pay	Email	Delete
1	Medical Assistant	Concurrent Enrollment (CC)	AMHBCA	61110	3	3	0.50	\$1,500.00		X

Adjust Contract Change Form

Effective Date: April 2021

Contract End Date: April 2021

Instructor: Adjunct Instructor (500123456)

Semester: Spring 2021

Contract #: 3

Session: Concurrent Enrollment (CC)

Dept/Dir: Medical Assistant

Acc. Index: 61110-AMHBCA

CRS	Course	Credit	Contract	Load	Pay	New %	Letter to Chair
2300	MA 1000-707 Medical Terminology	3	3	1.5	\$457.50	0%	Letter to Chair

Additional Details: **(Required)**
Adjunct terminated contract early due to family emergency

Save

24

Common Errors

Prompt: "Course assignment exceeds 100%" – someone else is assigned to the class. Update percentages or delete sections as needed.

Too many or too few contact hours?
This is a scheduling issue. Please contact Katrina Green.

Cannot get the CRN to pull up?
This is a scheduling issue. Please contact Katrina Green.

Need to delete a contract that has already gone to Payroll?
Do not delete! Please modify the contract % down to 0%.

25

Common Errors (continued)

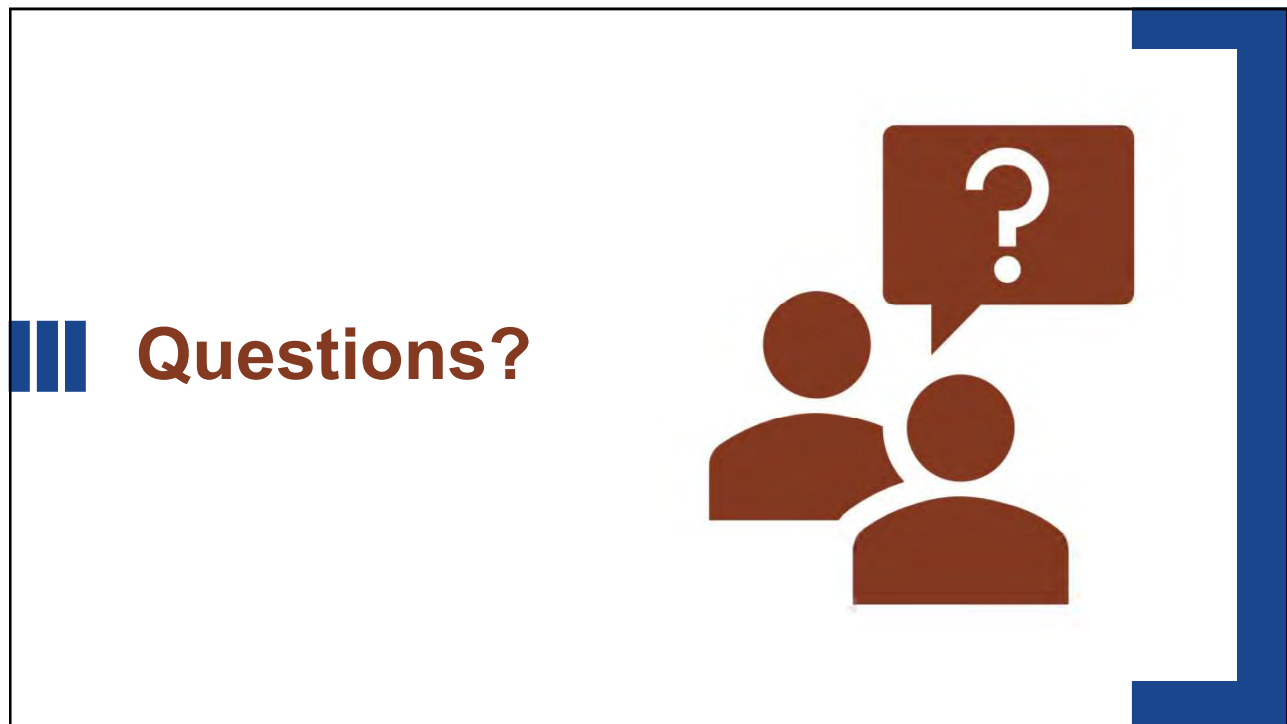
Unable to delete the contract?
If you did not create the contract, you will not be able delete it. You will need to ask the originator to delete, or contact HR.

Different indexes require different contracts. For example, if you have an adjunct teaching in English and in Developmental Writing, you will need to create two contracts for that semester.

If you do not see the Send, Calendar Icon or Delete Icon, you are not the originator of the contract and do not have authorization in the system to make changes to the contract.

When creating a contract, please ensure you have selected the correct semester and year.

26



27

Contacts

James Broadbent – Director of Faculty Services, James.Broadbent@slcc.edu

Bethany Burnside – HR Coordinator, bburns24@slcc.edu

Payroll payroll@slcc.edu

Katrina Green – Director of Scheduling, Katrina.Green@slcc.edu

28