

## ADJUNCT TEACHING DATABASE UPDATE: LAB CRNS

The Adjunct Teaching Database was modified to generate Adjunct Teaching Agreements for Lab Courses. There are two (2) different compensation rates and two (2) different methods of ACA reporting within the database based on the Lecture or Lab Agreement selected. Another feature is that the Teaching Agreements can include both types of agreements in ONE form.

*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.

### 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 : LabCrn					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 MODIFICATION: SELECT for LECTURE OR LAB CRN TEACHING AGREEMENTS:**

The New Contract Screen now has the two (2) options – see examples below:

**Create New Contract**

CRN:  CRN Type:  [Search](#) [Cancel](#)

Adjunct Lecture Agreement CRN  
Adjunct Lab Agreement CRN (added to this contract)

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

**Correct Example:**

**Create New Contract**

CRN:  CRN Type:  [Search](#) [Cancel](#)

CRN	Subject	Course	Section	Title	Split %	
20851	CHEM	1115	403	Elementary Chemistry Lab	<input type="text" value="100"/>	<a href="#">Save</a>

Apply Split % to:

**A BAD Example (Error):**

The CRN 20851 you provided has Lab in the title, and cannot be used as Lecture CRN.

**Create New Contract**

CRN:  CRN Type:  [Search](#) [Cancel](#)

***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.***