

Guide to Getting Salaried Non-Tenure-Track Faculty on Payroll

If any of the following apply to the action under consideration:	If the action under consideration is limited to:	If the action under consideration is limited to:
<p style="text-align: center;">New to Salaried Status New to College/School New to Faculty Type¹</p> <p style="text-align: center;">First Time Full-Time in Faculty Type (excluding Research Faculty) PT Lec or Semester-Based Clin. Fac. w/ a Break in Eplmnt of > 8 Sem.</p> <div style="text-align: center; margin: 20px 0;">↓</div> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">RECRUITMENT OR WAIVER REQUIRED</p>	<p style="text-align: center;">Annually Appointed PT Lecturers Annually Appointed Non-Represented Clinical Faculty Change in PT Union Status Change w/in Current PT Lect Apt. Non-UA or UA (Ex. add course) Activation of PTUA Lecturers in Gap Change from FT to PT, all NTT Faculty (No Break in Service) Funding-Related Change in FTE for Research Faculty Full-Time (.75+) Lecturers: Yr 1 to Yr 2, Yr 2 to Yr 3 NTT Appointment in the Summer Preceding a TT Appointment PT Appointment of Emeriti Faculty Apt. Following Notice of Non-Reappointment for Research Faculty Emerit Faculty Called to Active Service</p> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> </div> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">CHANGE IN EMPLOYMENT, WAIVER NOT REQUIRED</p>	<p style="text-align: center;">Clinical, Extension, Library, Research, Sr. Lecturer FT to FT Clinical, Extension, Library, Research, Sr. Lecturer PT to PT FT Lecturers in Year 4 and Beyond Visiting Faculty Yr 1 to Yr 2 (if original apt not 2-yrs in length)</p> <div style="text-align: center; margin: 20px 0;">↓</div> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">REAPPOINTMENT AS DEFINED BY THE UNIV. MANUAL & CBA</p>
PROCESS:	PROCESS:	PROCESS:
<ol style="list-style-type: none"> 1. Submit a Recruitment or Waiver in PeopleAdmin 2. After recruitment or waiver approval, submit to Dean: Appointment Letter PeopleSoft ePAR action 3. Dean's Office signs and submits documents and ePAR to HR 	<ol style="list-style-type: none"> 1. Submit to Dean's Office: Appointment Letter PeopleSoft ePAR action 2. Dean's Office signs and submits documents and ePAR to HR 	<p style="margin: 0;">After Academic Review Process Concludes:</p> <ol style="list-style-type: none"> 1. If no changes to term or FTE, send a cc of the reappointment memo to Faculty Services. 2. If there are changes to term or FTE, send a cc of the reappointment memo attached to PeopleSoft ePAR action to effect the change to Faculty Services.

1 - For the purpose of providing administrative guidance only, salaried NTT faculty types are: clinical, extension, lecturer, library, research, visiting.