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

<table>
<thead>
<tr>
<th>If any of the following apply to the action under consideration:</th>
<th>If the action under consideration is limited to:</th>
<th>If the action under consideration is limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New to Salaried Status</td>
<td>Annually Appointed PT Lecturers</td>
<td>Clinical, Extension, Library, Research, Sr. Lecturer FT to FT</td>
</tr>
<tr>
<td>New to College/School</td>
<td>Annually Appointed Non-Represented Clinical Faculty</td>
<td>Clinical, Extension, Library, Research, Sr. Lecturer PT to PT</td>
</tr>
<tr>
<td>New to Faculty Type ¹</td>
<td>Change in PT Union Status</td>
<td>FT Lecturers in Year 4 and Beyond</td>
</tr>
<tr>
<td>First Time Full-Time in Faculty Type (excluding Research Faculty)</td>
<td>Change w/in Current PT Lect Apt. Non-UA or UA (Ex. add course)</td>
<td>Visiting Faculty Yr 1 to Yr 2 (if original apt not 2-yrs in length)</td>
</tr>
<tr>
<td>PT Lec or Semester-Based Clin. Fac. w/ a Break in Eplmnt of &gt; 8 Sem.</td>
<td>Activation of PTUA Lecturers in Gap</td>
<td></td>
</tr>
</tbody>
</table>

## RECRUITMENT OR WAIVER REQUIRED

**PROCESS:**
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

## CHANGE IN EMPLOYMENT, WAIVER NOT REQUIRED

**PROCESS:**
1. Submit to Dean's Office:
   - Appointment Letter
   - PeopleSoft ePAR action
2. Dean's Office signs and submits documents and ePAR to HR

## REAPPOINTMENT AS DEFINED BY THE UNIV. MANUAL & CBA

**PROCESS:**
1. After Academic Review Process Concludes:
   1. If no changes to term or FTE, send a cc of the reappointment memo attached to PeopleSoft ePAR action 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.