



HIRING AND PAYROLL PROCEDURES ADJUNCT INSTRUCTORS AND ASSOCIATE LECTURERS

POSITIONS COVERED

Note:

These Guidelines apply to individuals who (1) do not currently hold a permanent full or part-time position at UW-Green Bay and (2) are being hired to teach one or more credit courses and (3) will be the instructor of record or one of the instructors of record for the course(s) they will teach. *They do not apply to (1) Lecturers on **academic year renewable or non-renewable appointments.***

Adjunct Instructors

The Adjunct Instructor title should be used when individuals have a teaching appointment that is less than one semester in length or only includes courses offered through Outreach. Adjunct Instructors should be restricted to teaching one course in a given semester and be paid on a lump sum basis. A minimum, full-time base rate of \$18,000 should generally be used for purposes of preparing the Personnel Action Form; however a lower, full-time rate can be used for individuals teaching courses through Outreach.

Associate Lecturers

The Associate Lecturer title should be used when individuals have a one-semester teaching appointment that consists entirely of semester-long credit courses. Associate Lecturers should generally be restricted to teaching no more than 13 credits per semester. All Associate Lecturers will be paid on a C-basis. Associate Lecturers may or may not be eligible for fringe benefits depending upon their particular situation. *Contact Human Resources if you have questions and before you promise someone that they will receive benefits.*

PROCEDURES

The basis for these procedures is that division heads are responsible for making adjunct instructor and associate lecturer hiring decisions, ensuring that individuals hired to teach courses within their divisions are qualified to do so and that all necessary documentation and paperwork is forwarded to the Human Resources Office for processing. These procedures are also intended to establish a centralized, up-to-date source of information for all adjunct instructors and associate lecturers hired at UW-Green Bay.

1. **Hiring Across Divisions.** The hiring of associate lecturers should be communicated to other divisions who also hire associate lecturers and adjunct instructors. This should be done to alert a division head to the possibility that FTE and/or the payment of fringe benefits may be required.
2. **Hiring Documentation Reviewed.** It is recommended that formal offers not be extended to an individual until all supporting hiring documentation has been reviewed by the division head (or designee) to ensure that the individual is qualified to teach the specified courses and is actually able to do so:
 - a. position announcement or description of proposed teaching responsibilities;
 - b. current vita; and
 - c. transcript of highest degree obtained.^a

^a For new hires, receipt of official transcripts are not needed until the person's first day of employment. Once an adjunct instructor or associate lecturer is hired by any division within UWGB and a personnel file established, a vita and transcript no longer need to be requested. Individuals who obtained their highest degree from UW-Green Bay can have this verified directly by the Division contacting the Registrar's office. An official transcript on file is not necessary.

3. **Compensation Rates.** Effective January 2012 through June 30, 2013, the minimum base rate for Associate Lecturers is \$27,000. The following per credit amounts should be used when determining specific base rates for Associate Lecturers.

Per-Credit Compensation Rates for Associate Lecturers By Degree Held¹

Course(s) Taught	Master's Degree	Doctorate
Liberal Arts & Sciences	\$1,000 to \$1,550	\$1,100 to \$1,650
Non-Degree Credit	\$1,000 to \$1,550	\$1,100 to \$1,650
Business, Nursing, Social Work	\$1,500 to \$2,300	\$1,600 to \$2,400
Education	\$1,000 to \$1,550	\$1,100 to \$1,650

¹Maximum per credit rates can be exceeded with the prior approval of the Associate Provost for Academic Affairs (Provost designee).

Computation of Base Rates. You are not required to complete a single PA for an individual who teaches courses for more than one division in a single semester. When completing a Personnel Action Form the base rate for a particular individual should be calculated by totaling the compensation the person will receive for each course taught, dividing by the number of credits taught and multiplying by 27.

For example, Bill Jones is scheduled to teach:

1. Intro to Psychology, Section 1,	3 credits,	\$ 3,300	Fund 102
2. Experimental Psychology,	3 credits,	\$ 3,600	Fund 131
3. Tests and Measurement,	<u>3 credits,</u>	<u>\$ 3,400</u>	Fund 102
	9 credits	\$10,300	

$$\text{Base Rate} = \$30,900 (\$10,300/9 = \$1,144.44 \times 27)$$

Conduct Criminal Background Check. It is strongly recommended that the criminal background check be conducted prior to sending the Letter of Offer to the candidate by providing Human Resources with the name and e-mail address of candidate and the account number to charge the background check to.

Note: For new adjuncts hired, be sure to inform candidate that he/she will receive an e-mail from the criminal background check vendor, HireRight, requesting that the employee complete the electronic criminal background release form.

4. **Offer Letter Drafted.** The division head drafts the formal Letter of Offer using the Associate Lecturer template.
5. **Offer Letter Sent to Candidate.** Two copies of the Letter of Offer are sent to the candidate along with [W-4](#), [I-9](#), [Direct Deposit](#), and [Self-ID](#) forms (as appropriate) or the letter can be sent to the candidate via e-mail utilizing the template(s) below from the Human Resources website.

[Associate Lecturer Offer Letter](#)

[Associate Lecturer Electronic Offer Letter](#)

[Adjunct Instructor Offer Letter](#)

[Adjunct Instructor Electronic Offer Letter](#)

6. Dean's Assistants/USPAs are encouraged to contact Human Resources to determine which forms should be included. A process should be established by the division head to ensure that materials are distributed as follows when the signed Letter of Offer and employment forms are returned to the Division.
7. **After Signed Offer Letter is Received by the Division Head.**
 - a. The [I-9](#), with a completed Section 1, is forwarded to the new instructor's unit c/o of the administrative support person for employment verification within three days after the individual begins employment.
 - b. The original signed Letter of Offer, completed Personnel Action Form, [W-4](#), [Direct Deposit](#), [Self-ID](#), vitae and official transcripts (if appropriate) are forwarded to the Human Resources Office. [If any of these items are missing when the signed Offer Letter is sent to the Human Resources Office, the Division Head (or designee) is responsible for obtaining them and sending them to the Human Resources Office].
8. **Welcome and I-9 Verification.** The Division Head (or designee) should notify the new employee's unit chair/supervisor when the signed Letter of Offer has been received. The Unit Chair/Supervisor (or designee) is the responsible for establishing a "welcome" process including completion of the [Orientation Checklist \(Faculty and Instructional Academic Staff\)](#).

Within three (3) days of the start of employment, verify the employee's employment eligibility by completing Section 2 of the I-9 Form and sending it immediately to Human Resources.

9. **When Human Resources Receives the Hiring Forms.**
 - a. The Human Resources Office will be responsible for establishing and maintaining a file for all adjunct instructors and associate lecturers and will provide the Payroll and Benefits Specialist with the original Personnel Action form, a copy of the signed Letter of Offer, W-4 form, I-9 and Direct Deposit so that the new employee can be placed on the payroll. In the event the adjunct instructor is eligible for benefits, the employee will be contacted for a benefits orientation.
 - *Network/E-mail/SIS Access.* Once an employee file is received, email and network accounts will be created within approximately 3-5 business days depending upon the appointment start date. Please send new hire paperwork in as soon as possible to ensure network access upon the first day of employment. If employee campus information is not provided on the personnel action form or new hire paperwork upon hire, the general department phone number and office suite will be entered into the HR system and division designees will be responsible for completing the [Employee Campus Information Form](#) and forwarding it to Human Resources in order to update the employee campus information.