# Workday Hire Process: Semester Lecturers

The Lecturer title is used when individuals have a one-semester teaching appointment that consists entirely of semester-long credit courses. The full credit load for lecturers is 13.5 credits per semester. Any additional credits taught would need to be compensated through an approved overload. All semester-to-semester lecturers will be paid on a C-basis (9 month) appointment. Effective August 26, 2024 the minimum base rate for lecturers is $30,375. Additional details pertaining to lecturer payments can be found within the Payment Guidelines for Temporary Instructional Staff.

Beginning July 7, 2025, all offer letters/employment agreements will be processed through Workday. Requests for a Lecturer appointment should be initiated within Workday at least three weeks prior to the start date to ensure timely processing.

The Request Direct Hire or Add Job Questionnaire within Workday will be utilized to obtain the necessary appointment details to initiate the offer letter and to set up the appointment.

1. From the Workday home page, search for and select Create Request:
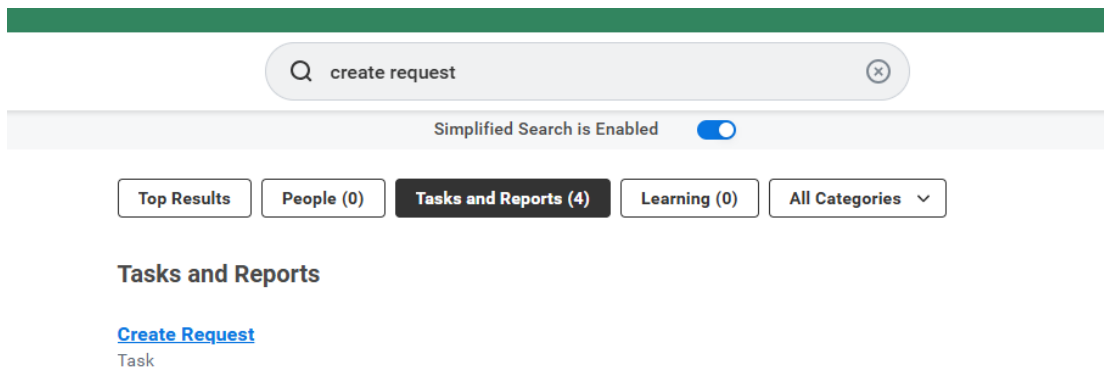
2. Under Request Type, select All and then Request Direct Hire or Add Job:
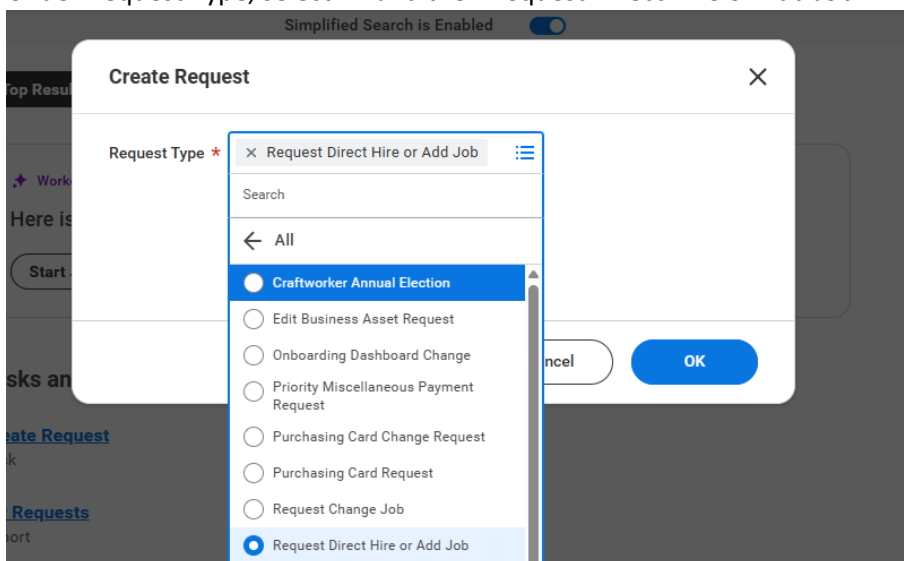
3. Complete all applicable fields on the Request Direct Hire or Add Job Questionnaire including effective date of appointment, legal name, email address, direct supervisor, expected end date, building location, funding, and Position of Trust details.

4. For the employee type of position, select Terminal:

What is the employee type for this position?
(Required)

- ○ Regular
- ● Terminal (Fixed term)
- ○ Temporary (Fixed term)

5. For the building this position is based in, this will drive the home campus designation. Please indicate Green Bay, Manitowoc or Sheboygan, as well as either the building the class will be taught or if the course(s) will be online. Ex.

What building is this position based in?
(Required)

Green Bay campus, online format

6. For the job profile, enter Lecturer:

What is the job profile (official UW title) for this position?
(Required)

Lecturer

7. For the pay rate type, select Salary:

What is the pay rate type for this position?
(Required)

- ○ Hourly
- ● Salary
- ○ No Pay
- ○ Period Activity Pay
- ○ One Time Payment

8. Within the Pay Rate field, indicate the payment amount for the semester appointment:

Please enter the pay rate for the position:
(Required)

9. Within the Scheduled Weekly Hours field, indicate the standard hours and FTE based on the number of credits being taught for the semester:

Number of Credits	Standard Weekly Hours	FTE		Number of Credits	Standard Weekly Hours	FTE
1	2.97	.07425		8	23.71	.59275
2	5.93	.14825		9	26.67	.66675
2	5.93	.14825		10	29.63	.74075
3	8.89	.22222		11	32.6	.815
4	11.86	.2965		12	35.56	.889
5	14.82	.3705		13	38.52	.963
6	17.78	.4445		13.5	40	1.00
7	20.75	.51875				

10. Select 9 Month for the compensation basis:

What is the compensation basis for this position?

- ◯ 12 Month
- ⦿ 9 Month
- ◯ No Pay
- ◯ Summer
- ◯ Seasonal

11. Please include details of the course(s) being taught and any specific details you would like included within the offer letter under the additional comments fields:

Please provide any additional comments for information for this request:

12. Once complete, click Submit. The request will be routed to the HR Talent Partner for review/entry into Workday. If the HR Talent Partner has any questions regarding the request, they will reach out directly to the initiator.