ACADEMIC AFFAIRS
OFFICE OF THE PROVOST, PLANNING & FINANCE

FACULTY HR MANUAL

Revised May 2020

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FACULTY POSITION GUIDELINES

All actions must be in accordance with FIU Human Resources and Equal Employment Opportunity (EEO) policies/procedures.

Authority to hire or make a change in a position requires the approval of the Dean of the School/College.

The Provost has reviewed and approved a 5-year enrollment growth funding model. Deans are provided additional faculty lines annually for the upcoming year in accordance with that plan. The Provost has also established a Faculty Funding Model that defined, by discipline, the number of faculty lines compared to the Delaware model benchmark. Deans may replace existing faculty lines as follows:

A. For replacements in disciplines that are less than 75% in FFM, Deans can hire within that discipline without additional approval provided:

   1) hire is at the Assistant Professor level
   2) no more than three years of credit toward tenure[a]
   3) salary is less than 126% of Oklahoma Survey[b]
   4) startup funding can be supported from unit F&A recovery allocation

B. For replacements in disciplines that are at or above 75% in the FFM, Deans can hire in a different discipline without additional approval provided:

   1) hire is in a discipline that is first, second or third strategic funding priority
   2) hire is at the Assistant Professor level
   3) no more than three years of credit toward tenure[a]
   4) salary offered is no more than 126% of the Oklahoma Survey[b]
   5) start up funding can be supported from unit F&A recovery allocation

[a] For all hires where more than three years toward tenure is awarded the Provost needs to review the CV and reserves the right to interview the candidate
[b] Miami cost of living index is 116% of the national average. Deans are allowed to exceed the cost of living differential by 10% before Office of the Provost approval is required

<u>Procedure</u>:

If any condition above is not met, approval must be obtained from the Associate Vice Provost for Planning and Finance. If A.4 or B.5 is not met, approval must be obtained from the Vice President of Sponsored Research.

POSITION ACTION/ACTION REASON TABLE

All actions relating to the creation of new positions or updates to existing positions are processed through the **e-PRF** (*Electronic Position Request Form)* in PeopleSoft HR (PS HR). All position related transactions can be divided into two types:

1. **Create NEW** – to establish a position that has never existed in the HR system. The position number will be systematically assigned upon position approval.
2. **Update** – Transactions used to change any of the attributes of an existing position. Specifically:

Reason Code	Description	Definition
ADY	Added Duties	A substantial increase in the nature of regularly assigned duties resulting in a higher level of job complexity to an employee's position, without a change in title.
CIS	Change in Supervisor	Change to the "Reports To"
CPP	Pay Plan change	Change in Pay Plan that results in a lateral move or a movement to/from faculty
F12	Conversion 9mo to 12mo	Change in the appointment basis to 12 month
F9	Conversion 12mo to 9mo	Change in the appointment basis to 9 month
FTI	FTE Increase	Increase in full time equivalent or Standard Hours
FTR	FTE Decrease	Decrease in full time equivalent or Standard Hours
NEW	New Position	Position that has not been established in the system previously
RCF	Reclassification Faculty	Faculty Reclassification that results in a change to a different rank without a competitive promotion process
RCP	Reclassification Promotion	Change in Job classification to a higher classification within the same pay plan (should only be used for university promotions)
REO	Re-organization	Change in org Department ID
UPD	Request to update	Changes in other position attributes or when a budgeted position needs approval prior to posting.

CREATION OF NEW FACULTY POSITIONS

The *Electronic Position Request Form* (**ePRF**) is the on-line request process to be used by departments to initiate position actions, including the **creation of new positions** and any **updates to existing positions**. This form is initiated by an individual with the **e-PRF Originator role** within a department. This electronic request is routed to the department manager, the business unit head or designee, and Academic Affairs, for final approval. A faculty hiring plan which details position allocations and funding expectations will be communicated to units during the budget process for the upcoming academic year. *Budget transfers for these new positions will occur when the position is filled. The budget for new positions remaining unfilled will be held centrally in AA and will be subject to 100% salary float.*

Creating a New Position:

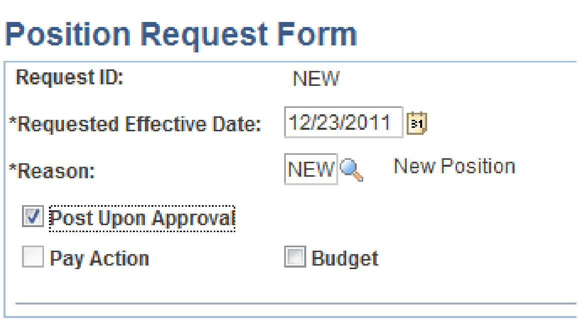
Manager Self Service > ePRF Position Request Forms > Enter/Update Position Request. Select tab "Add a New Value". Click "Add". A blank Position Request Form will be generated. Under *Reason, select the magnifying glass and select NEW – new position. For guidance on how to enter new positions see ePRF Training Guide.

Budget Purposes Only:
A position created for **BUDGET** purposes only will be approved by the Business Unit (BU) and available in the budget tool for budget development. The position cannot be used to create anew posting until it is submitted for recruitment or update. It will then follow the 3-level approval process and when approved, will become active in the system.

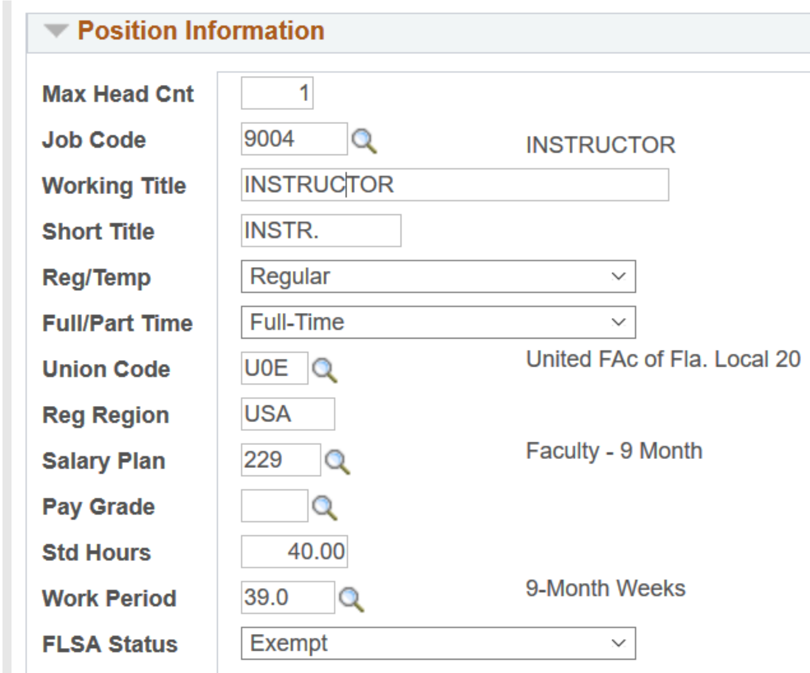
SEARCH AND SCREEN PROCESS

Departments should follow the Search and Screen handbook. All positions submitted for recruitment need to be posted by Talent Acquisition and Management (TAM).

The search process is initiated when the Originator selects a **POST UPON APPROVAL** flag on an e-PRF transaction. If the position is NEW:



The “Requested Effective Date” should be the effective date when the position is to be posted. The Originator enters the attributes of the position to be created for posting, as shown below:

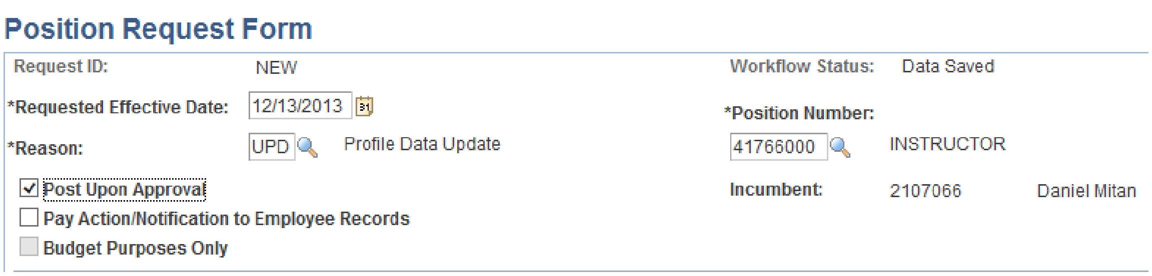


Position Information

Max Head Cnt	1	
Job Code	9004	INSTRUCTOR
Working Title	INSTRUCTOR	
Short Title	INSTR.	
Reg/Temp	Regular	
Full/Part Time	Full-Time	
Union Code	U0E	United FAc of Fla. Local 20
Reg Region	USA	
Salary Plan	229	Faculty - 9 Month
Pay Grade		
Std Hours	40.00	
Work Period	39.0	9-Month Weeks
FLSA Status	Exempt	

If the position already EXISTS, and is VACANT, the action/action reason for the transaction will be UPD. The attributes of the position can be updated to reflect the posting.

<u>NOTE:</u> If the position is currently FILLED, the attributes for the position CANNOT BE CHANGED or updated to correspond to the posting. The position needs to be left as is. However, the comment box section located on the bottom of the ePRF can be used to indicate the posting details for the position.

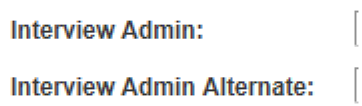


Position Request Form

Request ID:	NEW		Workflow Status:	Data Saved	
*Requested Effective Date:	12/13/2013		*Position Number:		
*Reason:	UPD	Profile Data Update	41766000	INSTRUCTOR	
☑ Post Upon Approval			Incumbent:	2107066	Daniel Mitan
☐ Pay Action/Notification to Employee Records					
☐ Budget Purposes Only					

NOTE:
9 mo. Faculty - pay plan should be 229, work period 39.0 will default
12 mo. Faculty - pay plan should be 220, work period 52.2 will default
12 mo. Faculty (COM) – pay plan should be 22M, work period 52.2 will default

There are new fields to be completed when an ePRF is created to initiate a search of a faculty position. These are the "**Reference Preference**" and the "**Primary Interview Admin**" and the "**Interview Admin Alternate**" fields.



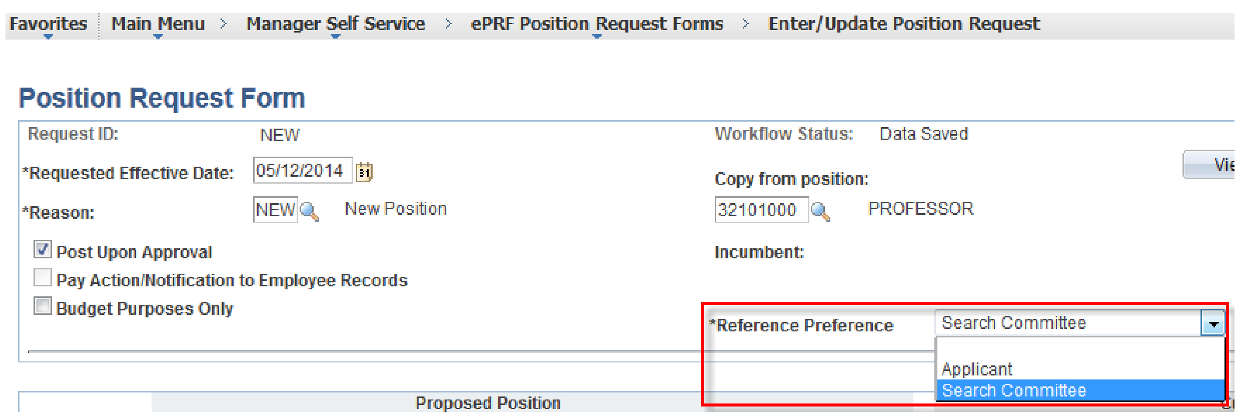
Below is an explanation of how these work and the impact these have on the process.

Reference Preference:
There are two options when selecting the Reference Preference:

- Applicant
- Search Committee (recommended)

Selection of the <u>Applicant</u> reference preference allows the request for references to be initiated at the time the applicant completes the reference section and submits the application. The applicant will also receive notification via email advising that the process has begun.

Selection of the <u>Search Committee</u> reference preference allows the search committee to initiate the request for references on only those candidates selected by the unit at a time they determine. This option is usually selected when the search committee wants to obtain references on only a limited number of candidates once they have been vetted through an initial review.



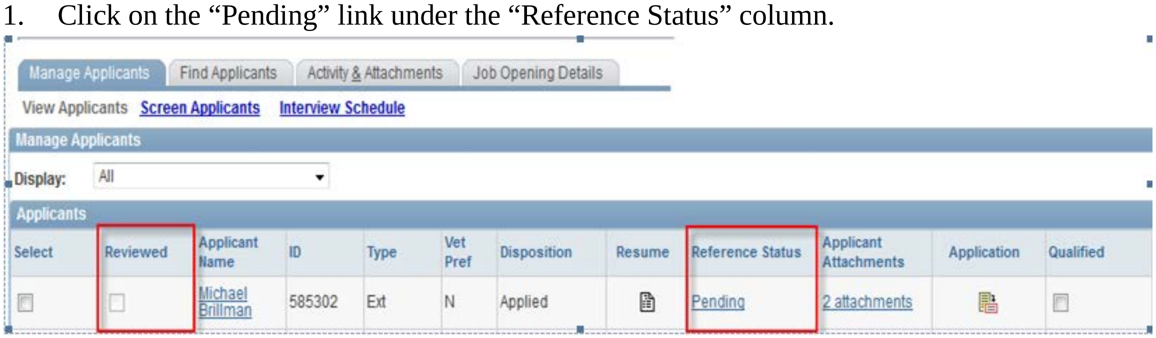
Under **FACULTY INFORMATION**, the Chair of the search committee should be identified and the PID entered. This is a required field for faculty when the "Post Upon Approval" flag is selected. Also, it is important to identify the <u>**Search Admin**</u>. This is the person responding to search issues. This person has access to attach the approved advertisement and may approve the transaction on behalf of the Chair of the search committee. The <u>**Interview Admin**</u> and <u>**Interview Admin Alternate**</u> roles allow a primary and alternate (backup to primary) "Interview Admin" to assist the search committee chair to administer the applicant pool and references.

The Tenure CIP code should be used to identify the discipline for the requested posting. Also indicate the desired Tenure Status and Employee Classification for the posting.

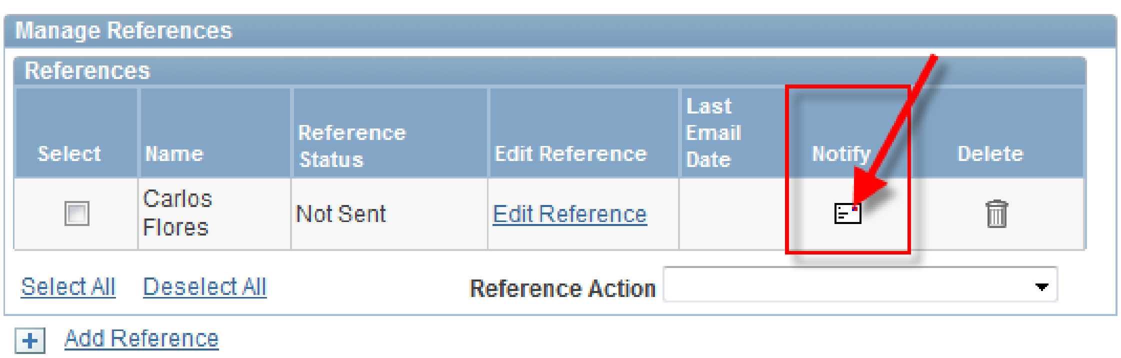
Individuals in the roles mentioned above are expected to ensure all documents are received for the applicants as requested in the advertisement and record on the listing of applicants when that applicant's record is ready for the search committee to review. These individuals may maintain the "Reviewed" column in the posting. There are instances where all applicants cannot be reviewed at one time. This "reviewed" flag will allow employees with the appropriate role to check the pool to keep track of the applicants that have been previously reviewed. These individuals will also be able to administer references in the **Reference Center, log interviews, and shortlist applicants**. Instructions on logging interviews and shortlisting applicants are sent after the pool is certified by IDEA. Both of these steps should be completed prior to drafting the offer letter to the finalist.

A reference request can be initiated as follows:

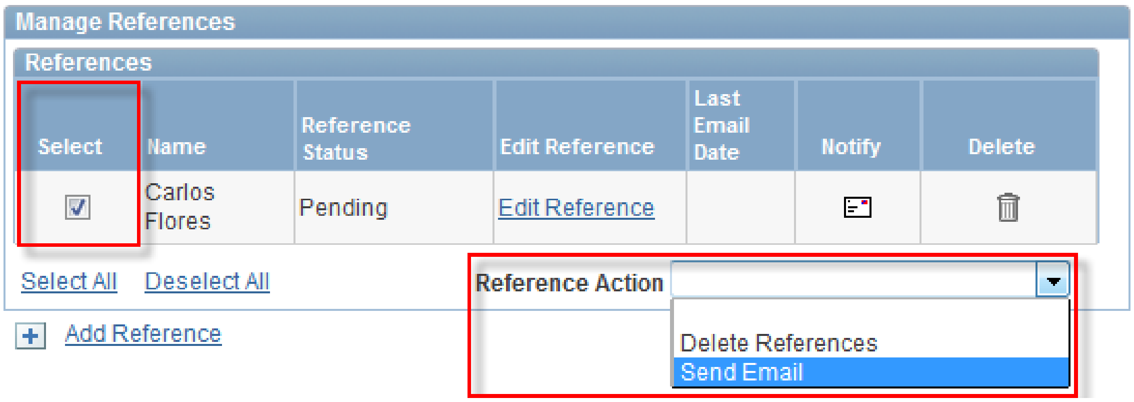
1. Click on the "Pending" link under the "Reference Status" column.



2. Click on the "Notify" icon to send electronic request.



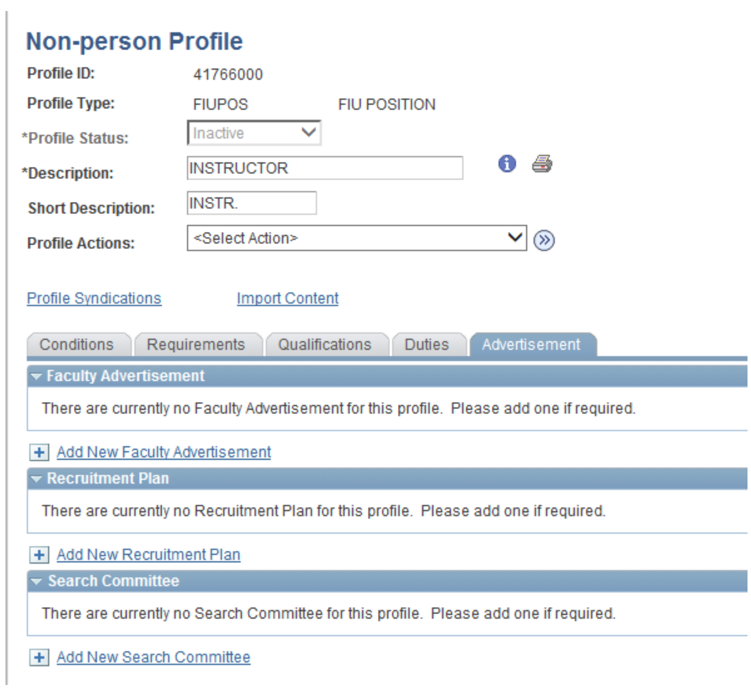
You can also send multiple requests at one time. In order to do so, first select the individuals that you want to request the reference from and select the "Reference Action".



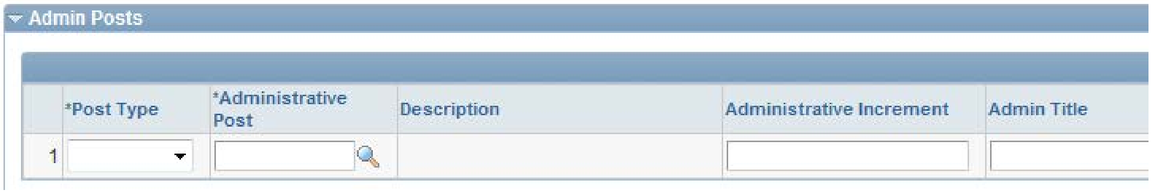
The advertisement should include the types of documents required to be considered for the position and the number of references to be provided. The advertisement template can be found in the Academic Affairs website.

The Organization Relationship Information, Other Information, and Budget Information sections should be completed for each search (when position is UNFILLED).

Under **POSITION PROFILE DATA**, the Faculty Advertisement or posting information, the Recruitment Plan and the search committee members' information may be entered at this time in the Advertisement section of the Non-Person Profile. The recruitment plan details what steps will be taken to assure that applicants from minority groups and women have an opportunity to apply along with when/where the position will be advertised.

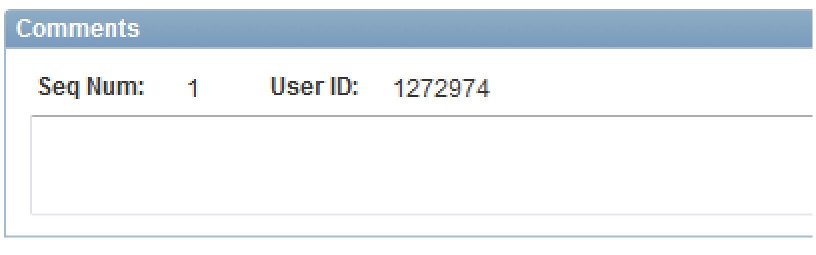


The Admin Posts will identify if the faculty being searched for will also have administrative responsibilities.



If more than one position will be posted at the same time, the additional position number(s) should be identified in the comments box section located on the bottom of the ePRF and also include the number of positions in the external advertisement.

If the new position being requested is not part of the unit's approved Recruitment Plan, a statement regarding the need for the position and whether the unit is requesting funding or will use existing department resources should be included in the comments section at the bottom of the e-PRF.



Once Academic Affairs approves the ePRF transaction, a notification will be sent to inform IDEA and the chair of the search committee. IDEA will contact the Chair of the Search Committee to convene the first committee meeting to finalize and approve the advertisement, recruitment plan and any other requirements as defined in the Search and Screen Handbook.

The Chair of the Search Committee should attach the approved advertisement and update the recruitment plan as needed. The Chair/search admin then approves the ePRF transaction for the specific position. A notification will be automatically submitted to IDEA to review/approve the advertisement and recruitment plan submitted. Once approved, the chair will be sent a notification and TAM will create the job opening/posting.

Any changes to an existing search (re-advertisement, start date, cancellation, etc.) require a ***Position Posting Change Request Form*** found under Employee Self Service, Employee Forms.

Academic Affairs Forms
Benefits Forms
Compensation Forms
Employee Labor Relations Forms
Employee Records Forms
Inclusion, Diversity, Equity & Access Forms

- ⇒ Certification of Physician or Practitioner
- ⇒ Disabled Employee Accommodation Request
- ⇒ Discrimination Complaint
- ⇒ Early Notification of Inclement Weather Conditions for Employees with Disabilities
- ⇒ Employee Accommodation Request for a Public Event
- ⇒ Physician Letter
- ⇒ Physician Verification of Accommodation
- ⇒ Position Posting Change Request
- ⇒ Posting Exemption
- ⇒ Release of Information

Payroll Forms
Recruitment Forms

FIU FLORIDA INTERNATIONAL UNIVERSITY

Inclusion, Diversity, Equity & Access
Position Posting Change Request Form

Prepared by: ____ Email Address: ____ Extension #: ____

POSITION INFORMATION

Business Unit: Select Business Unit
Department: Select Department
Campus: Select Campus
Job Opening ID#: ____
Position #: ____
Last Recruiting Deadline Date: Month / Day / Year

DESCRIPTION OF CHANGE (check appropriate action)

○ Cancellation ○ Re-advertisement ○ Other

- ☐ Application Review Date: Month / Day / Year
- ☐ Anticipated Start Date: Month / Day / Year
- ☐ Salary Range:
- ☐ FTE
- ☐ Position #:
- ☐ Position Title:
- ☐ Reference Preference:
- ☐ Interview Admin:
- ☐ Interview Admin Alternate:
- ☐ Position Requirements:

IDEA POSTING EXEMPTIONS

The following circumstances do not represent bona fide position vacancies and no announcement is required:

a. Academic rank promotions.
b. Position rotation, e.g. faculty member is elected/designated to serve as chairperson and associate chairperson consistent with the department's rotation policies.
c. The reassignment or demotion of an employee to a different position.

d. The reclassification of a filled Administrative, Staff, or Faculty position if no actual vacancy exists.
e. A change of funding to/from a contract, grant, auxiliary, or local fund from/to a general revenue funded position with no change in duties, responsibilities, or classification if the incumbent was hired according to the university vacancy announcement procedures.

The following circumstances represent vacancies which are exempt from a posting requirement and do not require prior approval by IDEA:

a. Positions to be filled by persons who have been laid-off and who have recall rights as specified under the collective bargaining agreements and in the University's policies.
b. Part-time positions of up to .50 FTE. A part-time position may not be changed from .50 FTE or less to greater than .50 FTE without conducting a search.
c. Visiting appointments for up to a 4-year term, with a 1-year extension if approved by the Provost or positions to be filled as interim appointments.
d. Postdoctoral Fellow appointments for no more than 3 years.
e. Research Associate for no more than 1 year.
f. Positions to be filled in settlement of litigation, grievance or arbitration.
g. Change in the title and/or responsibilities of a current member of the faculty where the change involves expanding or restructuring an existing situation without establishing a new position or creating a vacancy that must be filled.
h. Appointment to a faculty rank, regardless of the length of term, without compensation or with pay that is nominal compared to the regular compensation of a similar position, e.g., honorific titles.

Two circumstances may be exempt from the posting process but require approval by Academic Affairs and IDEA prior to hire.

Positions funded from contracts or grants:

a. When the principal investigator and other key personnel are specifically identified by name in the contract or grant proposal. Identify grant agency, project ID, and project end date.
b. Unique qualifications that make a search counterproductive. Documentation of justification, the candidate's qualifications, position description and resume must be attached to the Posting Exemption Form available in HR Employee Self Service. This type of exemption requires approval by the President.

FACULTY HIRE PROCESS

Regular Appointments:

Once the Department has selected the final candidate, a draft offer letter should be submitted to Academic Affairs for review and approval. The department should use the offer letter templates at http://academic.fiu.edu/sampleletters.html and may include items related to specific commitments such as graduate assistant support, minor startup costs, moving and relocation allowances and additional pre-employment requirements.

Departments should submit the draft ***offer letter and curriculum vitae*** (CV) with position number to Academic Affairs for approval prior to the candidate receiving a written offer.

Once the draft offer letter has been approved by Academic Affairs and the candidate has accepted the offer, the following items should be uploaded to Academic Affairs Sharepoint Upload for processing.

Original offer letter signed by candidate
Initial Faculty Appointment Form
Curriculum Vitae (CV)

Academic Affairs will extend the electronic sign -on through PSHR to the candidate via email upon acceptance.

NOTE: For any rehires or anyone being hired into a Regular Faculty position with a break-in-service of over one year, a new sign-on is required to ensure the University has all needed and up to date information from the employee.

Once sign on is submitted, Academic Affairs will complete the Manage Hire for the faculty and forward the IFA, signed offer letter, and CV to HR for hire. Upon hire, an onboarding notification will be sent to the HR Liaison containing their assigned Panther ID. Course schedulers should be informed of the Panther IDs for any new hire for course assignment purposes

Visiting Appointments:
When submitting an ePRF to create a new position for a visiting appointment, the Post Upon Approval box should NOT be checked unless this position is specifically meant to be filled through a competitive search.

Once the Department has selected the final candidate, a draft offer letter should be submitted to Academic Affairs for review and approval. The department should use the offer letter templates at http://academic.fiu.edu/sampleletters.html and may include items as defined in the offer letter template including, moving and relocation allowances and additional pre-employment requirements.

Departments should submit the draft ***offer letter and curriculum vitae*** (CV) with position number to Academic Affairs for approval prior to the candidate receiving a written offer.

Once the draft offer letter has been approved by Academic Affairs and the candidate has accepted the offer, the following items should be uploaded to Academic Affairs Sharepoint Upload for processing.

Original offer letter signed by candidate
Initial Faculty Appointment Form
Curriculum Vitae (CV)

Per the offer letter, the candidate will also visit facultycareers.fiu.edu, and apply to Visiting Faculty Pool. Academic Affairs will extend the electronic sign on through PSHR to the candidate via email with instructions on how to complete our on-line sign-on package. Once sign-on is submitted, Academic Affairs will complete the Manage Hire for the faculty and forward the IFA, signed offer letter, and CV to HR for hire. Upon hire, an onboarding notification will be sent to the HR Liaison containing their assigned Panther ID. Course schedulers should be informed of the Panther IDs for any new hire for course assignment purposes.

Temporary Faculty Appointments:
These appointments follow the same process as hiring for Visiting Faculty but do not require an ePRF since they do not have a position number. Per their offer letter, Temporary Faculty must also apply to the Temporary Faculty pool.

PRE-EMPLOYMENT REQUIREMENTS

The University Pre-employment Requirement policy, requires that all prospective candidates for employment for a regular full-time, part-time or temporary position will be subject to a reference check, a criminal history check, or any other background check required by law. Depending on the particular position sought, prospective candidates may be required to undergo additional checks which may include fingerprinting and/or drug testing.

The background check will take between 24 to 72 hours, depending on the checks being submitted. If the candidate is from a foreign country, HR has designated agencies that may conduct the test and may require additional time for completion.

Once a Finalist is selected from the applicant pool and the candidate has accepted the offer, HR will facilitate the pre-employment requirements. All pre-employment requirements should be completed prior to the effective date of the employment. In the event that a background check is returned with unsatisfactory results, the Division of Academic Affairs will make an employment decision in consultation with HR and General Counsel.

HIRING FOREIGN NATIONALS

The Immigration Service Manager is responsible for guiding departments and units through the process of Hiring Foreign Nationals. For more information regarding this process, please visit https://hr.fiu.edu/immigration-process. This webpage is designed to assist departments in obtaining employment-based H-1B non-immigrant temporary visas and Green Cards (Permanent Residency Status) for foreign national employees. It also provides general information for TN visas and O-1 visas.

INITIAL APPOINTMENT FORM

The Initial Faculty Appointment Form should accompany all accepted offer letters, along with the other new hire information.

Employee Information Employee Assignment

Field name	**Definition**	**Field type**
First Name	Employee first name	Text
Last Name	Employee last name	Text
Reports To (POS_#)	Immediate supervisor's position number	Number
Reports To (Panther ID_#)	Immediate supervisor's Panther ID	Number
Org. Department	Home department name and Department Code	List of values
Business Unit	College/VP area of Home Department	List of values
Building and Code	Building name/code of faculty member's office	List of values
Room #	Faculty office room number	Text
Secondary Org. Department	Secondary department name and org. department Code	List of values
Secondary Business Unit	College of Secondary department	List of values
Credentialing Request ID	Number assigned by system when form is created	Number
Job Code/Description	State class number and title	List of values
Tenure Status Codes	Defines whether on tenure track or other non tenure status	List of values
Tenure Credit Granted	Number of years tenure credit given upon hire	Number
Tenure CIP Code	Discipline specificity within dept. for tenured or tenure track. Primary teaching discipline for non-tenure track.	List of values
Union Code	In unit or out of unit	List of values
Endowed Chair	Additional administrative Appointments (Admin Post)	List of values
Start Date	Date associated with Endowed Chair appointment	Number
Affiliation	College of Medicine Only	Text
Track	College of Medicine Only	Text
Graduate/DAS Faculty	Select Graduate or DAS	List of values

Graduate Faculty dates	Appointment start and end	Dates
Standard Hours	Normal hours worked per week, if full time value should be 40 and half time (.5 FTE) should be 20	Number
Working Title	Combination of Job Code description and Admin Code description	Text
Work Period	39.9 if 9-month; 52.2 if 12-month	List of values
Employee Class	Employee classification – see below	List of values
Admin Code/Admin Title #1	Administrative appointment code and title	List of values
Admin Increment Amount #1	Amount of administrative increment related to administrative appointment, if applicable	Number
Admin Appointment Dates #1	Start date of Admin Appt	Date
Admin Appointment Dates #1	End date of Admin Appt	Date
Admin Code/Admin Title #2	Administrative appointment code and title	List of values
Admin Increment Amount #2	Amount of administrative increment related to administrative appointment, if applicable	Number
Admin Appointment Dates #2	Start date of Admin Appt	Date
Admin Appointment Dates #2	End date of Admin Appt	Date
Secondary Job Code/Desc	State class number and title of secondary appointment	List of values
Secondary Admin Appt/Desc	Admin Code and title of second administrative appointment	List of values
Secondary Admin Appt. Inc Amount	Amount of administrative increment for second administrative appointment, if applicable	Number
Secondary Appt Start Date	Start date of Secondary Appt.	Date
Secondary Appt End Date	End date of Secondary Appt.	Date
Graduate Faculty	Faculty approved by University Graduate School as Graduate Faculty	Text
Graduate Fac. Start Date	Start date of graduate faculty status	Date
Graduate Fac. End Date	End of graduate faculty status	Date

Endowed Chair	Eminent Scholar or Prof. Appt.	List of Values
Start and end dates	Length of appointment	Date
Appointment Dates Start Date	Begin date of appointment for non-tenure earning faculty that must correspond to offer/renewal letter	Date
Appointment Dates End Date	End date of appointment for non-tenure earning faculty that must correspond to offer/renewal letter	Date

Employee Class	**Definition**
Adjunct Faculty	Adjunct (COM use only)
Affiliated Clinical	Non-salaried appointment in COM
Clinical	Clinical faculty
Courtesy	Non-salaried appointment
Courtesy Dual Enrollment	Dual Enrollment ONLY
Emeritus	Honorary title
Joint	Regular faculty who have a Joint appointment
Medical Temporary	Temporary appointment paid from OPS, who assist professional health care faculty and staff.
OPS Postdoctoral	Postdoctoral Associates paid as OPS
OPS Temporary	All other OPS employees
Regular	All other employees not specifically listed above
Visiting Clinical	Clinical faculty in a visiting status
Visiting	Other faculty in a visiting status

CREDENTIALING FACULTY

It is the policy of Florida International University to ensure that all teaching faculty (i.e., instructors of record) possess the academic preparation, training, and experience to teach in an academic setting and meet or exceed the minimum requirements of accrediting bodies and state agencies. This policy applies to all full-time and part-time teaching faculty and teaching assistants whether they are teaching on one of our campuses, on the web, or off campus.

The Role of Faculty

It is the responsibility of the prospective faculty member to provide the University with all of the documentation needed to verify their credentials, with the exception of graduate teaching assistants who are using their FIU transcript to verify that they have eighteen (18) graduate hours in the requisite discipline. This documentation includes, but is not limited to:

1. Current curriculum vita,
2. Official transcripts (indicating terminal degree or other appropriate transcripts),
3. Copies of appropriate licenses or certifications, and the verification of work related to teaching experience (as needed).

The cost to obtain official transcripts and copies of licenses and certifications is borne by the prospective faculty member. Transcripts from universities outside the United States must be independently evaluated for equivalency. The University will provide support for the translation of foreign degrees for equivalency. It is the responsibility of faculty members teaching in disciplines that require licensure and/or certification to acquire and maintain those credentials, and to provide documentation of licensure and certification for inclusion in the faculty members' credentialing file in the dean's office. The University may periodically request updated documents from faculty members to maintain the credentialing files. New faculty members must provide an official transcript at time of hire. The official transcripts are required to be sent to the faculty member's Associate Dean and/or Chair.

It is the responsibility of the Dean and/or Chair to complete the electronic Credentialing Request form (eCRF) for all faculty. If the faculty member is not or will not be an instructor of record, the electronic Credentialing Request form should reflect *Not Teaching* in the course section.

The Role of Department Chair, and/or Associate Deans

Prior to any faculty member's appointment with the University, the department chair, and/or associate dean (as appropriate) will examine the prospective faculty member's credentials to verify that their qualifications meet the requirements of the position and of the specific courses the faculty member may be assigned. If a transcript is unclear, the associate dean and/or chair will contact the institution producing the transcript, and request that the institution provide information regarding the transcript or courses in question and place the documentation received in the file. Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. In the event the institution ceases to exist and there are no records or method of verification, the instructor may be required to provide references to support academic course work. Transcripts from universities outside the United States must be independently evaluated for equivalency by an entity certified by the National Association of Credential Evaluation Services (NACES). Instructions and details are available in the Academic Affairs website under the Foreign Credential Evaluation Guidelines.

The associate dean and/or chair must complete and submit the *electronic Credentialing Request form* on hire. In cases where the teaching faculty does not have the recommended educational credential (SACS-COC Faculty Credential guidelines), exceptional alternative qualifications will need to be documented on a Justification of Credentials and Matrix, located at within the electronic Credentialing Request form. Such documentation must provide a narrative explanation of the instructor's qualifications to teach this/these course(s) based on the academic and professional preparation; diplomas, certificates, or relevant licensures; publications and presentations in the field; honors, awards, and professional recognitions; and other demonstrated competencies, skills, and experiences which the instructor brings to the University—these should be clearly tied to the specific courses to be taught and should establish beyond doubt that the instructor is qualified to teach the specific courses they are to be assigned. To ensure that this connection is sufficiently clear, each course justification must be accompanied by a "course matrix" which has three bullets summarizing essential course objectives and three bullets summarizing the instructor's qualifications bearing directly on these objectives (these should be drawn from the narrative justification). Note that if the 3 instructors have been credentialed in this manner previously, a new justification and course matrix must be provided for any new courses. If approved by the Office of the Provost, justifications for part-time faculty will extend for a four-year period after which new documentation must be evaluated. For full-time faculty members the approval period will be for seven years.

The Role of Deans, and/or Deans Designee

Prior to any teaching faculty member's appointment with the University, whether as a full-time or part-time faculty member, adjunct, or graduate teaching assistant who will be teaching and grading a course, the dean of the college/school shall examine and approve the prospective instructor's credentialing file to ensure that the credentials meet the requirements listed by the respective accrediting agency. The dean will work with the department chair, and/or associate dean (as appropriate) to acquire the documents required for the credentialing process.

The dean is responsible for the verification and validation of all faculty credential requirements. The verification and validation of these requirements will be compiled and listed on the appropriate electronic Credentialing Request form for teaching faculty, adjuncts, and graduate teaching assistants. These forms identify and list the credentialing requirements for faculty members teaching in each 2 College/School at FIU. The dean will forward for final the completed Certification of Credentials and Qualifications form for faculty, adjuncts, and graduate assistants as well as other required documents required for hire to the appropriate office as designated by the Provost.

A copy of the *Certification of Credentials and Qualifications* forms with the required documents will be stored in the faculty members' files in the dean's office and the departmental office for adjuncts and graduate teaching assistants.

The Role of the Provost's Office

The Provost's Office will maintain a web-accessible faculty roster to review and ensure that only qualified faculty are assigned to courses. It will be responsible for decisions on any modifications in the Table of Related Disciplines, the assignment of CIP codes to instructors and to courses, qualification of faculty members. The Provost's Office must approve the hiring of all instructional personnel. The Provost's Office will also provide routine audits of faculty files to ensure compliance with stated guidelines.

The Provost's Office will use the database to provide accurate, timely information to various accrediting agencies, federal, state, local agencies and/or college departments. Once a semester, the Provost's Office will create a complete listing by department, of all faculty members listed as instructor of record (teaching faculty) and will review all qualifications determine whether there is sufficient documentation to justify teaching the classes to which each teaching faculty has been assigned. The Provost's Office will notify the appropriate dean if there are any discrepancies or deficiencies. If there are discrepancies or deficiencies, the dean must submit the required credential documents within fourteen (14) days.

NOTE: Any faculty who will be an **Instructor of record** on the course schedule must be hired and reflected in the HR system before the faculty receives their Panther ID and can be assigned to a specific course in the course schedule system.

Exceptions for Consortia Agreements:
Because FIU is committed to fostering academic excellence by providing and enhancing educational opportunities for its students through the establishment of strong collaborative relationships within the United States and around the globe, we have established specific consortia relationships and contractual agreements with other institutions that allow students to receive credit when they enroll in courses provided or supported by those institutions. Such consortia relationships are formally established 5 contractual agreements which formalize the relationship between FIU and the other institutions. In negotiating such agreements exceptions to this policy may be made as appropriate—for example, in the case of foreign institutions instruction in English may not occur (and proficiency in English would not be expected). In all cases, however, such negotiated agreements will require that the academic qualifications of those engaged in instruction are consistent with the expectations of this policy. Annual reports and regular reviews of such Consortia agreements are required, and we maintain conformity with all the provisions of SACS-COC requirements in such cases (our processes and procedures in regard to these agreements are specified in our 2010 SACS-COC Reaccreditation report, section 3.4.7).

TRANSCRIPTS

Please note that receipt of official transcripts of the highest degree is a requirement of employment for all faculty, including adjuncts, and are used in assessing the qualifications of our faculty credentials. An official transcript must be received before or at the time of employment and submitted to Academic Affairs. Transcripts from other institutions for other degrees conferred may be required if used to credential an instructor of record.

Note: Official transcripts from Florida International University do not need to be submitted by the faculty as these can be verified by Academic Affairs.

Official Transcripts
For purposes of this policy, an official transcript is defined as a transcript or other academic record that includes notation that it is official and transmitted directly from the issuing institution to the University's department to which the faculty member will be assigned. Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. Each individual official transcript must meet the authentication criteria based on that institution's standards.

The transcripts must possess all of the following:
a. the issuing institution's official seal
b. signature of the appropriate authorizing agent, preferable the institution's Registrar

c. the institution's official letterhead or stationery
d. the institution's watermark or other identifier; and
e. date of issue

Transcripts from Non-Regional Accredited Institutions
Only course work and degrees granted by a regionally accredited college or university will be accepted for credentialing faculty members. All transcripts submitted from foreign universities or schools by a prospective hire must be evaluated for equivalency to United States accredited course work by an entity certified by NACES. The hiring of individuals whose degree is from a non-regionally accredited institution in the United States (U.S.) will be considered for credentialing only through justification. When recommending the hiring of such individuals, deans must adduce additional qualifications including the degree-issuing institution's reputation, whether the institution is accredited or recognized by other agencies or organizations, and a thorough evaluation of the candidate's course work and experience must be documented on the Justification of Credentials and Matrix and attached to the electronic Certification of Credentials.

Pending Credentialing File
In rare instances, it may be necessary to have a faculty member begin teaching prior to the receipt of an official transcript. In these cases, a file will be prepared by the associate dean and/or chair containing all of the information (current resume or curriculum vita and a completed eCRF) except the official transcript(s) and this file must be sent to the Provost's Office for approval pending receipt of the official documentation. An unofficial transcript or curriculum vitae may be used to document that the individual appears to meet the credentialing requirements and must be included in the faculty member's file. Once the official transcript arrives, the chair/assoc dean will confirm accuracy with the unofficial document and submit it to the Provost's Office. The submission of a revised electronic Certification of Credentials will be necessary if there is any change that affects the evaluation of the qualifications. There is a maximum sixty (60) day period where a credentialing file can be listed as "Pending" from the receipt of application.

The *Missing Official Transcript Report* is distributed to HR liaisons on a monthly basis. If after the sixty (60) day pending period has elapsed and the credentialing file has not been removed from "pending" status, the individual will not be considered for hire, or if already employed, the individual will be removed from his or her assignment. Removal may result in the instructor's placement on Administrative Leave, with or without pay, until the matter has been resolved. When the required documents have been received, the faculty member's respective dean will re-certify and place the faculty member in the former assignment no earlier than the receipt date of the transcript.

SHAREPOINT UPLOAD

In line with our 2020 strategic plan goals, **Academic Affairs will no longer accept any more paper or emailed actions to process any HR transactions.** The changes will be as follows:

1. **Sharepoint** – All Academic Affairs HR Liaisons should already have access to the AA Sharepoint. If you do not have access, please submit a request to provaapf@fiu.edu. The AA Sharepoint contains a folder for each academic unit where Liaisons can upload the transaction that needs to be processed. AA will retrieve the action to be processed and submit to **the DHR Imports Portal** which has replaced Hand deliveries to HR. Additional documents that should be uploaded into the individual academic unit folders in the AA Share point are:
   LOA Requests, IFA and appointment letters, Summer Supplement Forms, Separations (including Resignations, Terminations, Non-renewals, etc). The AA Sharepoint can be accessed via the following link: https://intranet.fiu.edu/daa/abp/ABPResources/Academic%20Affairs%20Personnel/Forms/AllItems.aspx Please see screenshots below:

Please click on "Academic Affairs Personnel" to view the individual unit folders. :

All documents should be uploaded in PDF format. **Please contact** Priscilla Johnson **or Marshal Maurice if you have problems uploading to the site or on obtaining access.** AA will review and process the individual documents from the individual unit folder. Once the document is completed, it will be placed in the "Completed" Folder. That will be your proof that the document has been processed.

The naming convention for ALL documents being uploaded should be:

LastName_FirstName_PID#_Transaction type (Letter, IFA, LOA, Resignation, Retirement, etc.)

LastName_FirstName_NEW_Transaction type (when PID# has not been issued)

ELECTRONIC PERSONNEL ACTION FORM (ePAF)

previously known as Change in Status

The Electronic Personnel Action Form (ePAF) is found within PantherSoft Human Resources system and is used to process the following changes to a faculty's job:

- Appointment Renewals with NO changes to position attributes
- Salary changes
- Labor allocation changes (submitted directly to HR)
  Administrative appointment/changes
- Secondary appointment/changes
- Affiliation/changes
- Endowed Chair appointment/changes
- Other – pertains to changes not specified above which do not affect position. Some are: spot awards, moving allowance, housing allowance, project bonus, signing bonus and educational incentive.

Please sign up for the ePAF course developed to provide users with the necessary resources in using this new tool. The course offers:

- Step-by-Step Instructions
- "How To" Videos
- ePAF Guide
- Recorded ePAF webinar

Data Change:	Used to update the employee's job records attribute that do not impact pay, such as Supervisor ID, Salary Admin Plan, Standar Hours, etc.
Terminate:	Used to process the termination of an employee. Typically, all it's required is the effective date of the termination.
Transfer:	Used to move the employee from one employment classification to another.
Pay Action:	Used to process changes in compensation such as Market Adjustment, Administrative Increments, Equity Adjustments, etc.
Department Budget:	Used to make changes on an employee's funding source(s).
One Time Payment:	Used to process payments such as bonuses, spot awards, cell phone equipment, etc.
Person Profile:	Used to document employee's highest education degrees, Licenses and Certifications, Track, etc.
Administrtive Appointments:	Used to track all Administrative Appointments and Secondary Appointments for Faculty, Administrative Increments for Admin and Staff, etc.
Recurring Payments:	Used to process recurring payments on a biweekly or monthly basis such as car allowance, cell phone allowance, etc.
Rehire Action:	Used to rehire employees within 365 days of last termination. Typically used for hourly students and temporary employees.

An ePAF will not be required if the change in the faculty's status results in a change in the position attributes. Therefore, an ePRF should be initiated if the action affects:

- Job code

- Pay Plan
- Supervisor/Reports To
- Conversion 9mo to 12mo
- Conversion 12mo to 9mo
- Home Department/ reorganization

When submitting the ePRF, the corresponding appointment letter should also be attached as documentation of the action. a change in SALARY, you will enter the new salary in the ePRF

- a change in ALLOCATION, you will enter the new allocation in the ePRF
- a change in ADMINISTRATIVE POST, you will enter the new admin post and admin increment (if there is one) in the ePRF
- It is VERY IMPORTANT that you use the COMMENT section of the ePRF wisely and you write any description or information that will assist us in completing the transaction correctly.

HR Records will use the ePRF in place of the ePAF and save the transaction with the attachment(s) as back up documentation.

SEONDARY APPOINTMENTS

Secondary Faculty appointment will be considered for FIU's *internal faculty* who establish a voluntary (unpaid) affiliation with a department or division within a college. Faculty may hold an internal secondary status, with appropriate qualifications and with the consent of the secondary department or unit.

In general, each college establishes guidelines for granting a Secondary Faculty appointment, specifying requirements and privileges.

To initiate a request for a secondary appointment, a draft letter should be uploaded via Sharepoint for review and approval. The secondary appointment letter should contain signatures from both the primary unit, secondary unit and faculty member. Once the faculty accepts, an ePAF should be submitted along with the signed letter for processing. The appointment will be documented in the PSHR system under **Faculty Events > Admin Posts**. **These are NOT Courtesy appointments**.

LABOR ALLOCATION CHANGES (DEPARTMENT BUDGET CHANGES)

The Electronic Personnel Action Form (ePAF) is submitted directly to HR when there is only a change to the faculty's salary funding sources (reflected in PSHR in the Department Budget Table).

The ePAF Department Budget transaction is used to change an employee's current funding source.

"ePAF Department Budget Guide"
Labor allocation changes need to be in HR prior to the expiration of the current funding sources. If the current labor/budget allocation ends but the faculty appointment has not ended or the department ID/project ID has ended in the financial system and the department has not submitted a labor allocation change, the faculty's allocated salary will be charged to the default department ID defined in the Department Budget Table (Department Budget Date tab in the Suspense Combination Code section in PS HR) until the new allocation is received.

The department will be responsible for creating and processing payroll transfers as needed.

The *Funding Expiration Report* details the labor allocations that have ended or will be ending in the following 90 days to assist departments in maintaining current labor allocations. This report is run and posted in the HR Liaison shared drive every pay period.

HR liaisons can also run this report on demand from PSHR through the navigation below.

Main Menu > Reporting Tools > Query > Query Viewer

There is a report for appointment level allocations and another for position-based allocations:

FIUCA_FUND_END_DATE_EMPLID_SPV	Dept Bdgt Fund End Date NO SPV	I
FIUCA_FUND_END_DATE_POSNBR_SPV	Dept Bdgt Fund End Date PosNBR	I

Main Menu > Reporting Tools > Query > Query Viewer >
FIUCA_FUND_END_DATE_EMPLID_SPV
OR
FIUCA_FUND_END_DATE_POSNBR_SPV

RENEWAL OF APPOINTMENTS AND TERMINATION OF FACULTY

RENEWALS: As stated above, departments should use the Electronic Personnel Action Form (ePAF) and signed offer letter to renew faculty appointments. Each bi-weekly pay period and prior to payroll closing, HR will **automatically terminate** any faculty member whose appointment end date is within the current pay period, if an Electronic Personnel Action Form (ePAF has not been received to renew the appointment.

An *Appointment End Date Report* details the appointments that are ending in the next 12 months. Departments can decide whether to give notice of non-renewal, if required, or renew. HR liaisons should run this report in the PSHR –Reporting Database found under the name of:

FIUHR_AA_APPT_END_DT_FAC	FACULTY APPT. END DATE

through the navigation below on a monthly basis and submit a ePAF to renew, if needed.

Main Menu > Reporting Tools > Query > Query Viewer

TERMINATIONS:
Departments should upload to Academic Affairs Sharepoint site:
Resignations/Retirements/HR Separation Clearance forms – Any letters, notices, forms, etc., need to be duly identified and uploaded to the appropriate unit folder

- Resignation letter acknowledgement as soon as it is received from the faculty, with the effective date of the termination should be uploaded along with supervisor, Chair or Dean's acknowledgement
- **HR Separation from Employment/Transfer Clearance form**, should be uploaded separately

If a faculty member does not submit any notification, a letter/e-mail should be sent by the Dean to Academic Affairs stating the circumstances and the last day worked or effective date when the faculty member should be terminated.

If the faculty's appointment end date is approaching and the appointment is not to be renewed, a written communication should be forwarded to Academic Affairs advising of the End of Appointment. The appointment will end on the last day per last offer letter on file.

Departments should ensure the **HR Separation from Employment/Transfer Clearance form**, available in Employee Self Service, is completed and uploaded to Academic Affairs Sharepoint Upload for each employee terminating employment.

HR Liaisons should also notify Qian Liu, Immigration Service Manager, of any Faculty Separations that are employed on a Visa to ensure timely withdrawal of Visa applications with the Department of Homeland Security.

LEAVE OF ABSENCE

Leave may be used by a faculty with or without pay during the course of an academic year by submitting a *Request for Leave of Absence* form (LOA) in Employee Self Service in PSHR.

Favorites | Main Menu > Self Service > Employee Resources > Employee Forms

The leave request is to be approved by the Chair and the Dean and submitted to Academic Affairs for final approval. The Provost or its designee shall approve or deny the leave within 30 days of receipt of the request. A copy of the signed leave form will be loaded to COMPLETED folder of the AA SharePoint for the unit's record. HR Leaves will contact the employee and copy the supervisor and HR Liaison via email once the request has been reviewed by their office.

Academic Affairs will forward a copy of the approved leave form to HR/Benefits to update the faculty status in the system and determine FMLA eligibility. HR Leaves will contact the employee and copy the supervisor and HR liaison via email once the request has been reviewed by their office. Faculty should notify their unit in writing of any changes to the terms of the leave.

NOTE: LOA forms can be completed by the supervisor of the faculty in special circumstances when the employee is not able to complete one himself/herself by going to Manager Self Service:

Main Menu > Manager Self Service > Manager Resources > Manager Forms

Select "Benefits Forms"

⇒ Manager - Faculty LOA Request

SUMMER FACULTY

Faculty summer appointments are for nine-month faculty only. They can be instructional, research or administrative in nature. The calculated salary amount depends on the appointment type.

For **research** or **administrative assignments**, salary is calculated as follows:

If Summer A or Summer B:

FTE = rate / (9-month salary / 19.5) * 3.3

or

Rate = FTE * (9-month salary / 19.5) * 3.3

If for summer C:

FTE = rate / (9-month salary / 19.5) * 6.6

or

Rate = FTE * (9-month salary / 19.5) * 6.6

For **instructional assignments**, salary is calculated* as follows:

Rate = [(9-month salary*12.5%) / 3] * # of credits (rate corresponds to 3 credits over C term)

*The salary calculation for the summer instructional FTE assignment will always follow the calculation as specified in the current Collective Bargaining Agreement.

Summer assignments can be entered for summer A, summer B and summer C. The sum of all instructional summer assignments cannot exceed 9 credit hours for summer C. The calculation of the instructional summer FTE is as follows:

TERM	CREDITS	FTE
A or B	3	0.67
C	6	0.67
C	9	1.00

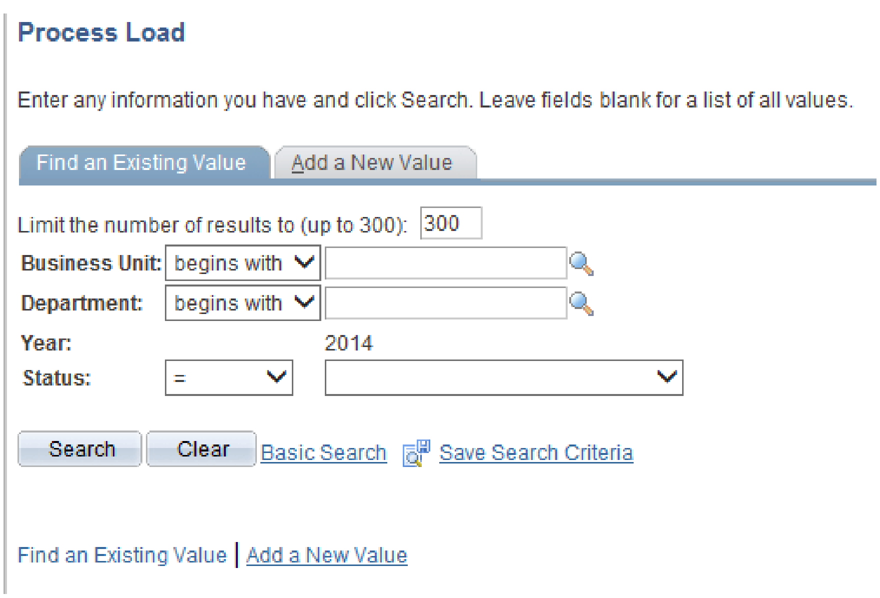
Any instructional assignment of 2 classes in summer A (1.33 FTE) can be paid as 1.0 FTE in A and 0.33FTE in B. Or the 0.33FTE amount can be paid as an overload.

PROCESS:
Departmental staff responsible for entering summer appointments will require access to the summer load in PSHR. Navigation to summer load:

Because the summer load is integrated with Campus Solutions' Instructional Table, all faculty with instructional assignments will need to be credentialed to teach the course if the faculty member is the Instructor of Record.

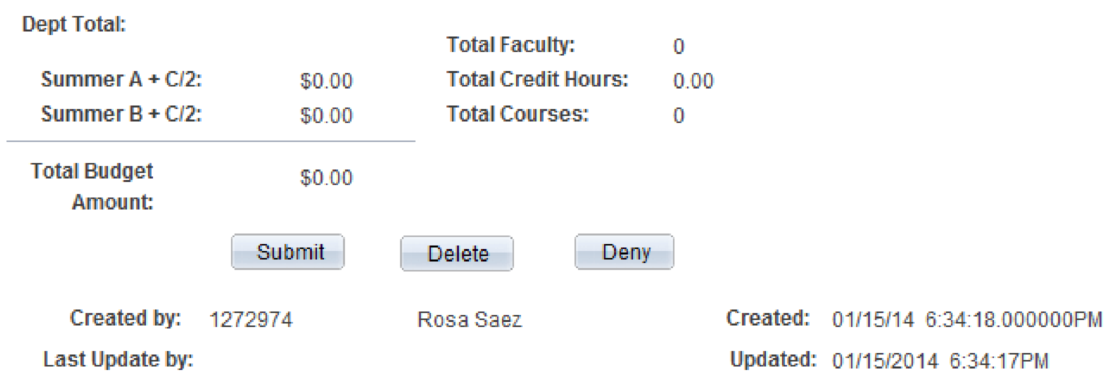
The online system will display only faculty who are currently in PSHR. Depending on the effective date of the hire, new faculty might not show in the departmental roster. If this is the case, then a Summer Supplement should be prepared and routed to Academic Affairs or Division of Research for approval. This form is found in Employee Self Service, forms, under Academic Affairs.

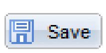
The summer process begins with the creation of the department's roster. In the Process Load, select the tab identified as ADD A NEW VALUE.



Once the department is entered, all active nine-month faculty will come up in the roster. The roster needs to be **saved** or else the roster will not be created. The status in this page will continue as PENDING until the file is submitted, approved, denied, etc.

This page also displays a running total of all assignments, keeps track of who created the batch, and the time and date of the last update. The individual faculty's status will stay "pending" until the assignment is saved and the summary page is saved.





The salary displayed for each faculty is the nine-month salary, except for faculty currently on partial Sabbatical. This faculty is easily identified by a "P" in the STATUS column. The salary needs to be confirmed and revised, as needed, to display the full-time salary. Once a faculty is selected, a new screen will display for the selection of the type of assignment (instructional, research or administrative).

NOTE:

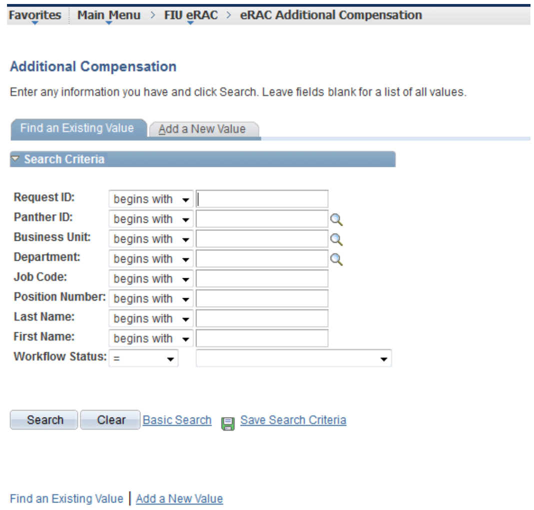
- The system will not allow an assignment to be created for more than 1.0 FTE.
- Only full term can be entered in the summer load. Partial assignments (i.e. assignments covering less than 3.3 pay periods per term) cannot be entered. This type of assignment still requires a paper summer supplement.
- Any changes to an existing **faculty's position** cannot be processed through the summer load (i.e. change in job code, supervisor).

- Changes in “reports to” or supervisor affecting **summer appointment** can be entered in the summer load. <u>Summer changes to an appointment DO NOT affect the attributes of a position.</u>
- Assignments can be edited and changed in the department up to the time when the file is SUBMITTED. It is READ-only at the department level.
- Once submitted, it is reviewed and edited at the Business Unit (BU) level. Once the BU approver approves, it is READ-only at the BU level.
- Once APPROVED by the BU, it is ready for Academic Affairs to edit and approve. Once approved, it is submitted to HR for processing.
- Once a term is loaded in the PSHR system, all summer changes in assignments will require a paper summer supplement.
- The summer load will re-open after summer A and the first half of summer C are loaded, for the units to edit or create new summer B or the second half of the summer C assignments.
- Only the individual who created the department batch will be able to delete it.
- There are audit logs for all entries.
- All those with the HR Liaison role will have view capability of the summer appointments.
- The “Faculty Summer Appointment” role gives access to create, edit and submit the summer load and is requested through the on-line Access Request form.
- Faculty will be reactivated in the fall appointment with the same allocation as on the last paycheck in spring, if the funding has not ended. Any changes require an ePAF a to update the system.

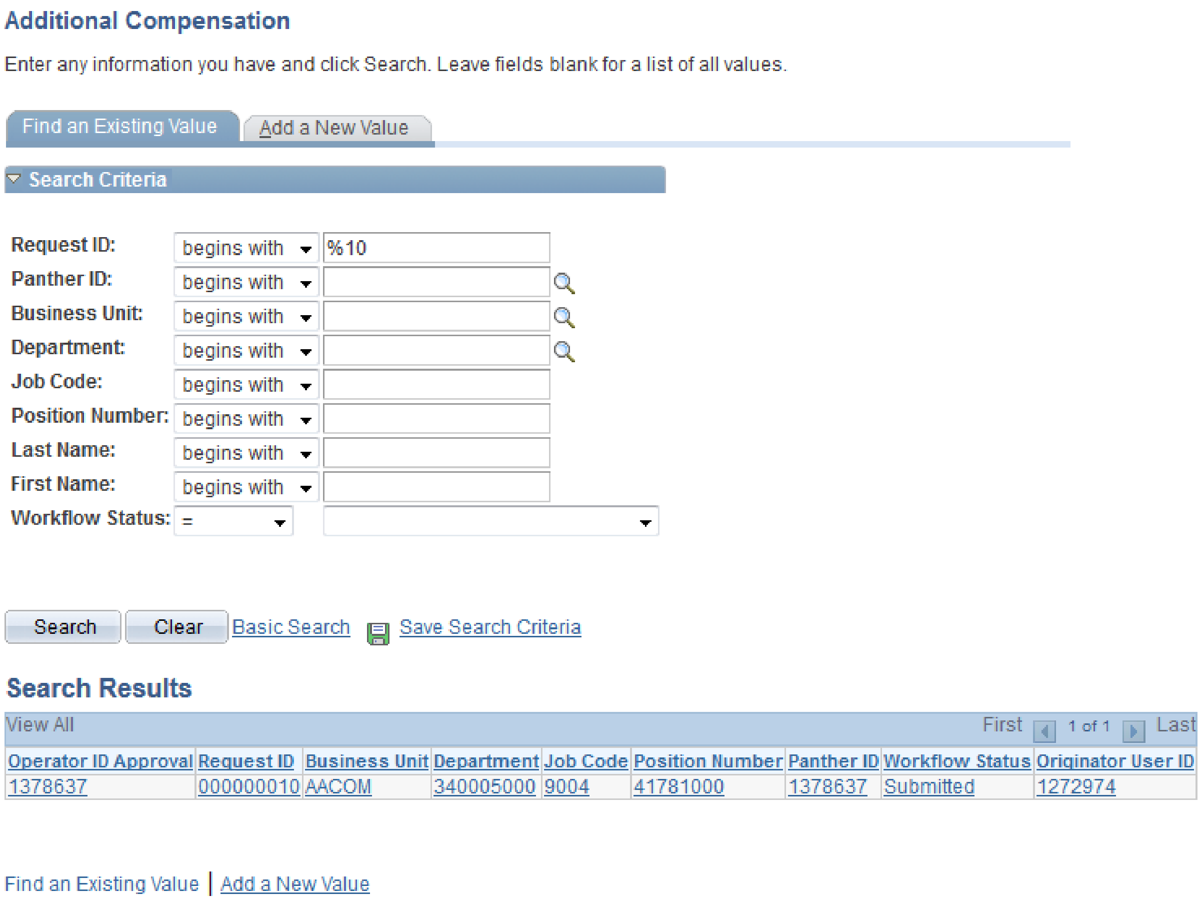
<u>ADDITIONAL COMPENSATION (OVERLOAD COMPENSATION)</u>

Any work to be paid as additional compensation must be in accordance with the unit’s by-laws and the UFF Collective Bargaining Agreement.

The *Electronic Request for Additional Compensation* (eRAC) is used to create the request when an employee who has a full-time job, works in excess of the full-time equivalency in another job within the university. The secondary job should not be performed during the employee’s primary job work schedule unless otherwise agreed upon and the appropriate time is reported. This additional job needs to be approved prior to the work being done.



When searching for an existing eRAC, at least one of the fields from the "search criteria" needs to be populated to locate the transaction. Once the transaction is located, it will display key information on the transaction, including the workflow status. It can be opened by selecting the desired transaction. The status will remain SUBMITTED until all the approvals are completed.



Creating a new eRAC

To create a new eRAC, please select the ADD A NEW VALUE**:**

Additional Compensation

Find an Existing Value | Add a New Value

Request ID: NEW
Empl ID:
Secondary Employee Type:

Add

Find an Existing Value | Add a New Value

Once the "Empl ID" is entered, select the type of secondary employment for this transaction, which are the same options as available in the contract panel.

PRI – Primary Instructor
SEC – Secondary Instructor
COU_ Course Assistant
RES – Research
ADM – Administrative
INS – Other Instructional
OTH – Other Instructional

The attributes of the primary job information for the employee will populate in the eRAC as shown below under "Primary Job Information".

eRAC Details | eRAC Approval

eRequest for Additional Compensation

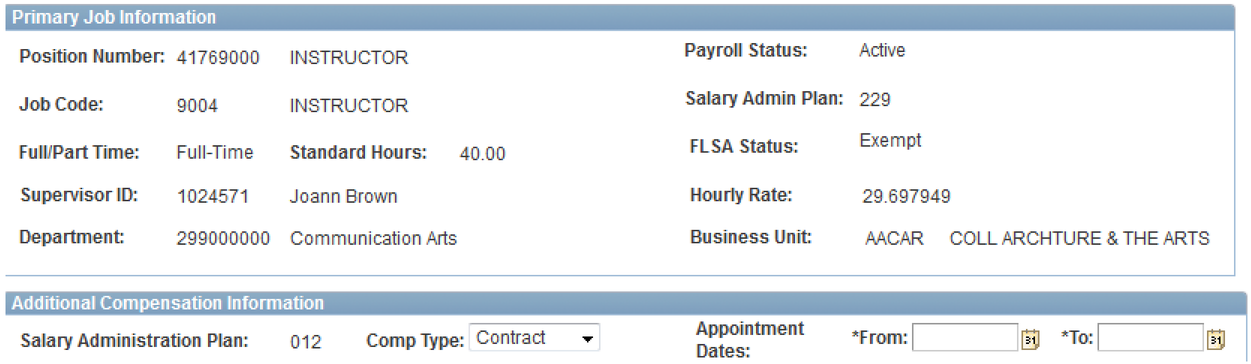
Request ID: NEW **Empl ID:** 1502779 Maria Marino **eRAC Status:** Pending

Contract Type: Secondary/Course Assistant

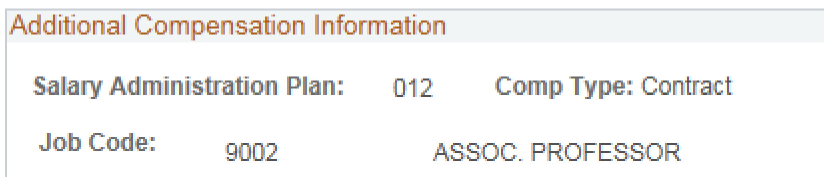
Primary Job Information

Position Number:	41769000	INSTRUCTOR		**Payroll Status:**	Active	
Job Code:	9004	INSTRUCTOR		**Salary Admin Plan:**	229	
Full/Part Time:	Full-Time	**Standard Hours:**	40.00	**FLSA Status:**	Exempt	
Supervisor ID:	1024571	Joann Brown		**Hourly Rate:**	29.697949	
Department:	299000000	Communication Arts		**Business Unit:**	AACAR	COLL ARCHTURE & THE ARTS

The pay plan of the "Primary Job Information", will determine the Salary Administration Plan that will auto-populate. Other fields that will be required are the "Comp Type" and the "appointment Dates":



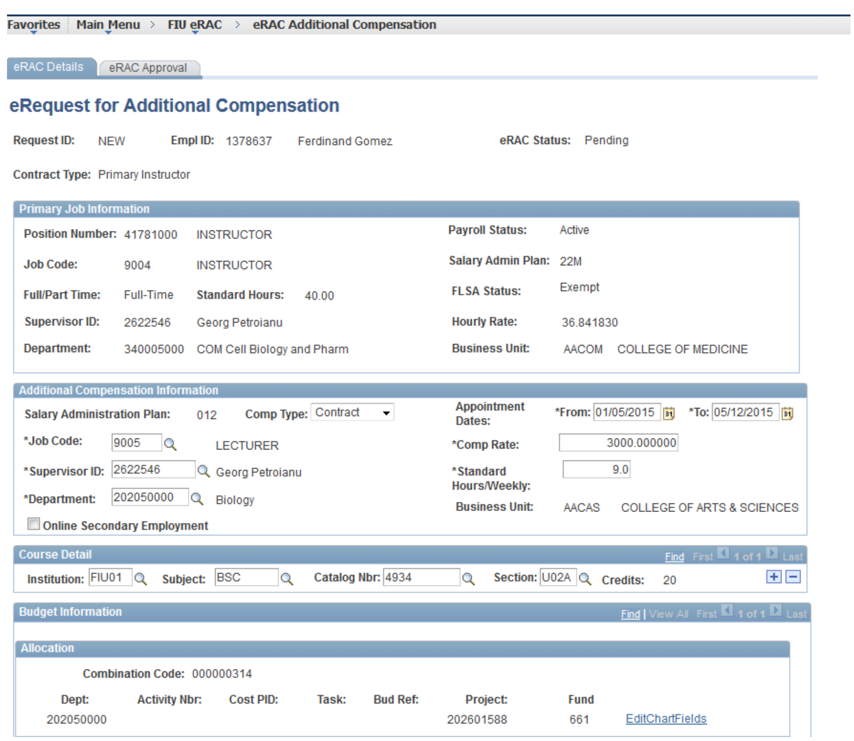
When creating an eRAC or contract for a FACULTY (pay plan 229, 22A, 22B, 220, 22M), the faculty retains their job code in the additional job and contract:



DO NOT CHANGE TO ANY OTHER JOB CODE.

When creating an eRAC or contract for ANY other type of employee (pay plan 210) who is performing an additional job as an instructional employee, the job code should ALWAYS BE 9005=Lecturer.

DO NOT CHANGE TO ANOTHER JOB CODE.

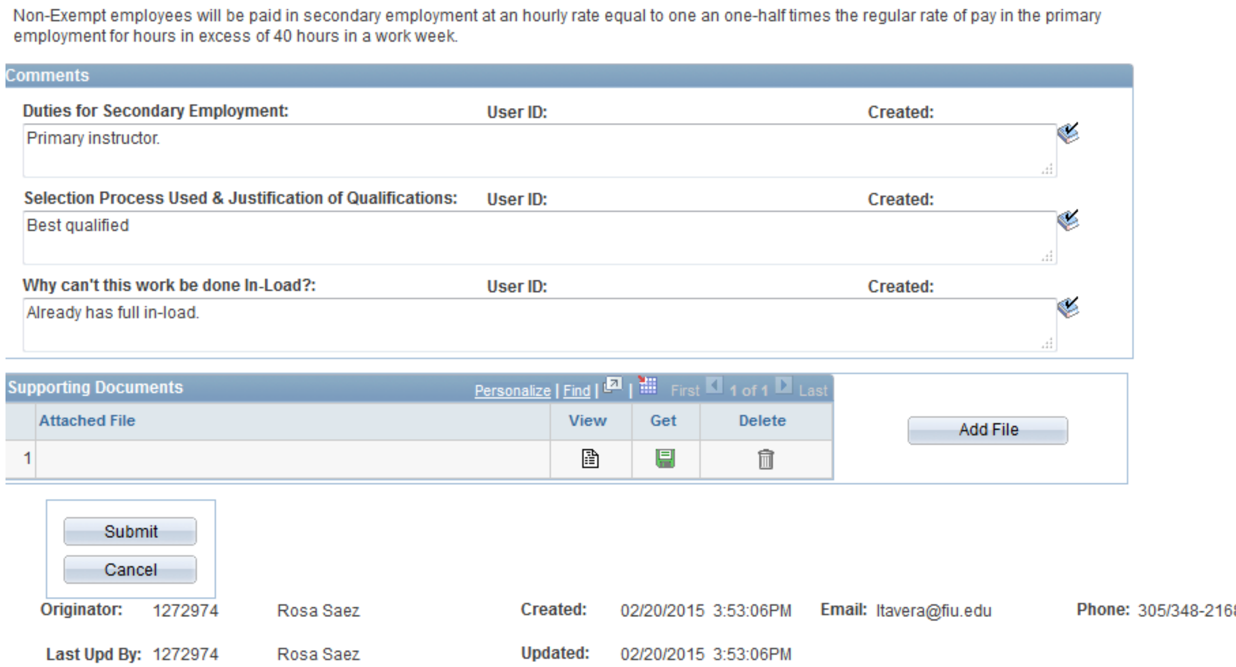


Appointment dates should correspond to:

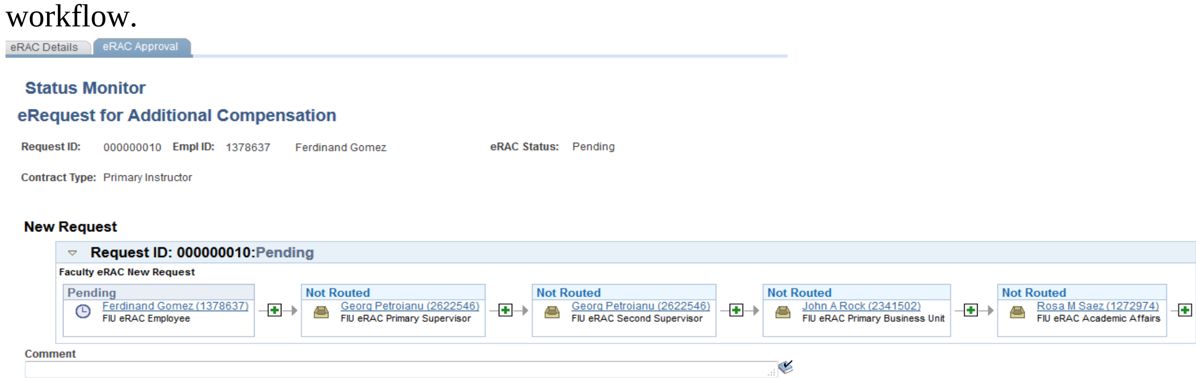
- An eRAC or contract created for a faculty, where the faculty taught the complete term, the appointment dates should correspond to the FACULTY APPOINTMENT DATES.
- An eRAC or contract created for any other type of employee who is teaching for a full term, the appointment period should be the ADJUNCT APPOINTMENT DATES or CLASS/TERM dates, as appropriate.
    - o Any instructional assignment performed during a mini term, needs to abide by the dates corresponding to the mini-term.

Depending on the Contract Type, certain fields will be activated for data entry. All of these fields are required for the form to be submitted.

Under COMMENTS, the “Duties for Secondary Employment”, “Selection Process” and “Why can’t this work be done in load?” need to be completed.



Once submitted, it will remain PENDING until it has been approved by all in the workflow.



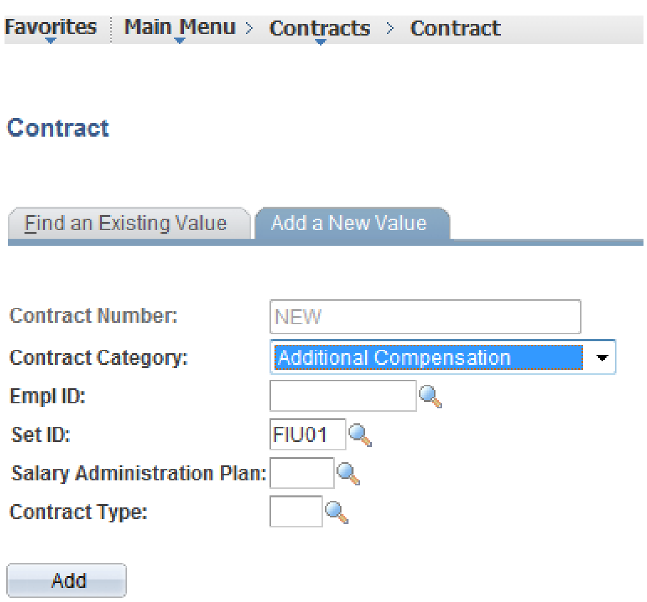
If additional approvers are required, these can be added by selecting the “+” in the approval workflow. Throughout the approval process, a worklist notification email will be sent to the appropriate approver. COMMENTS may be added by any in the approval process. To view comments, select the arrow to display comments. If the transaction is denied, depending on the level of approval, an email notification will go out to all who have already approved. Therefore, should a transaction be denied by the last approver (AA/HR), all the previous approvers will receive an email notification communicating this action.

Once the transaction is finalized and approved by all in the workflow, an email notification is sent to the requestor and employee.

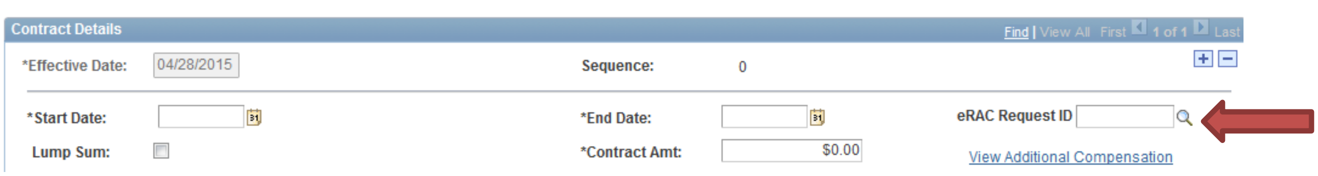
The same information required in the eRAC process, will be required when creating the contract. Please note, the eRAC is not equivalent to the contract and will not pay the employee. The corresponding contract must be created after the eRAC has been approved.

Creating the Additional Compensation Contract

Once the eRAC has been fully approved, you may proceed with the corresponding contract. Please ensure you are selecting the same “Contract Type” as selected in the eRAC, otherwise you will not have the ability to link the eRAC (next step).



When creating the contract for payment of the overload, the eRAC Request ID needs to be populated in the contract panel. This will ensure that the backup documentation for the transaction is attached. No additional attachments will be required.



Once this has been submitted, please follow the contract procedures and timeline.

ADJUNCT FACULTY

Adjunct faculty status applies to temporary appointments extended to persons of satisfactory professional qualifications who perform temporary teaching functions in connection with established programs. Time spent in such an appointment shall not be counted as tenure-earning service. The instructional responsibilities and rules for regular faculty also apply to adjunct faculty (e.g., office hours, grading, student evaluations, etc).

ADJUNCT HIRE PROCESS

Adjunct faculty are to apply to the adjunct pool for a specific department using the designated Job Opening ID.

- Adjunct faculty, or anyone paid as OPS will not be assigned a position number.

Once the Department has selected the final candidate, this should be communicated to HR-Recruitment and initiate the *electronic Credentialing Request Form* (eCRF) for the finalist. *If available,* official transcripts are to be sent Academic Affairs for processing.

NOTE: Deans are responsible for ensuring faculty are qualified to teach assigned credit generating courses and submit the *electronic Credentialing Request Form (eCRF)* form for all new not previously credentialed adjunct teaching assignments.

Once the job offer has been approved, the candidate will receive a notification with instructions to acknowledge offer, complete the adjunct sign-on and schedule an appointment with Recruitment to complete the supplemental forms such as the W4, I-9, Loyalty Oath and *when applicable* the Outside Activities.

NOTE: For any adjunct faculty rehire of over 365 days, the adjunct will need to re-apply to the job opening and a new sign on will be required to ensure the University has up to date information for the employee.

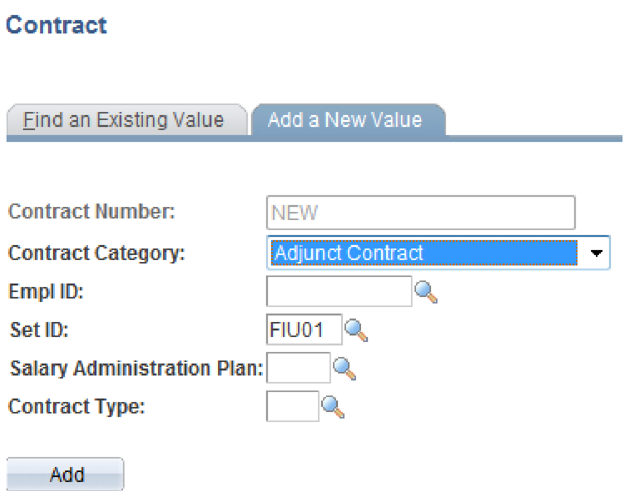
Upon hire, an onboarding notification will be sent to the HR Liaison containing their assigned Panther ID, FIU email, and account information relating to the new hire. Course schedulers should then be informed of the PID for any new hire for course assignment purposes. An onboarding notification with this information will also be sent to the new adjunct faculty's personal email along with a welcome message to FIU.

Adjuncts are subject to the same rules and regulations for parking as regular faculty, staff, and students.

ADJUNCT APPOINTMENT RENEWALS/CHANGES

Adjunct lecturers are seasonal, temporary employees and receive no fringe benefits and are not to exceed a combined total of more than 1.0 FTE employment within the university during any semester without permission from Academic Affairs. The minimum adjunct payment is $1,000 per credit. As a temporary appointment which is contingent upon sufficient enrollment and funding, employment will cease on the date indicated on the contract. No further notice of cessation of employment is required.

Adjunct faculty already hired by FIU with a Job record in PSHR should be paid through Contracts page. **Each class assignment will require a separate contract.**



NOTE: For any adjunct faculty rehire of over 365 days, the adjunct will need to re-apply to the job opening and submit a new sign before approved to teach a class. *See Adjunct Faculty Hiring Process*

Each bi-weekly pay period, prior to payroll closing, HR will run a report and will automatically terminate any adjunct faculty whose appointment has ended within that pay period and an Adjunct Contract has not been received to continue employment.

Contracts created for an adjunct faculty must ensure that course has been credentialed prior to submitting the contract. If it is determined that credentials were not previously approved, a **new** *electronic Credentialing Request Form (eCRF)*, an updated CV and an official transcript, if not already on file, should be submitted to Academic Affairs for approval. Once the adjunct is approved to teach the courses assigned, the contract may be submitted.

COURTESY APPOINTMENTS

A Courtesy Appointment may be extended by an academic unit to persons who meet the unit's professional qualifications but whose primary assignment is outside the University. Courtesy appointments do not include compensation and are made in accordance with normal general faculty qualifications.

Upon identification of a potential candidate, the Dept. submits a courtesy draft offer letter, CV, and the *electronic Credentialing Request Form* for approval. Once this appointment is approved, the unit is notified and the offer can be extended. Transcripts are required only if involved in teaching and needed to validate qualifications for credentials.

Courtesy faculty will be required to fill out a modified version of the *New Employee Information form* which contains basic demographic information. This form should accompany the courtesy offer letter to the faculty. The information on this form will be used to facilitate obtaining a Panther ID number and all the benefits this affords the faculty.

Upon acceptance, the faculty returns the signed offer letter and the completed *New Employee Information* form to the Dean's Office. The unit then prepares an *Initial Faculty Appointment* form by completing section. Section 2 should contain these specific values:

- **Credentialing Request ID** (from the eCRF)
- **Employee Class** - H – Courtesy
- **Job code** – specified in the letter
- **Annual Salary** - $0
- **Rank** – corresponding to the job code
- **Tenure status** – 3
- **All other fields** - blank

Since there is no compensation involved, section 3 should be blank.

The complete package should be sent to Academic Affairs for processing:
Signed offer letter
New Employee Information for Courtesy Appointment Form
Initial Faculty Appointment Form
Official Transcripts (for teaching only)

FACULTY TERMS & DEFINITIONS

Adjunct Faculty: is a temporary appointment extended to individuals of satisfactory professional qualifications who perform temporary teaching, research, or extension functions in connection to established programs. These appointments are for one (1) academic term at a time and possess no continuing contractual relationship with the University.

Administrative Post: Process to track Admin Appointment and Secondary Appointments (see Faculty with Administrative Assignment).

Faculty: Faculty defines positions assigned the principal responsibility of teaching, research, and public service activities or for administrative responsibility for functions directly related to the academic mission. This category includes Professor, Associate Professor, Assistant Professor and Instructor, including those with titles preceded by the term "visiting," "adjunct," "clinical," or any other designation. Also includes non-instructional staff such as Counselor/Advisors and Librarians. Classification Codes 9000-9178, 9186 and 9199. Pay Plan 22.

Faculty Rank: A statewide categorization of faculty positions. Categories include Professor, Associate Professor, Assistant Professor, and Instructor

Graduate Assistant: Graduate Assistantships (GAs) are classified as Graduate Assistants, Graduate Teaching Assistants or Graduate Research Assistants offered to fully enrolled student who may teach, conduct research, or have other responsibilities that contribute to the student's professional development.

Visiting Faculty is an individual with academic qualifications who perform teaching, research, service or extension functions in connection with an established program at the University. Faculty hold the same ranks as regular faculty but are on a limited time contract held for a maximum of four (4) years.

For additional assistance with Faculty related HR matters, please contact the Office of the Provost, Planning and Finance at 305-348-2168.