2013 Summer Term Faculty Contracting in SIS

Overview

Beginning in April 2013, the departmental summer faculty contract processors will generate summer faculty contracts for instructional services from the Extended Studies Contracts System located in SIS.

For “new” or “initial” hires, non-visa, and non-overload faculty, departments may generate instructional contracts once the course proposal budget is approved.

For H1, J1 and F1 (student) visa instructional staff and 12-month faculty and graduate assistants working as Summer Lecturers, departments process summer ARS and overload appointments to Academic Affairs. For full-time 33-Exempt Regular and 34-Exempt Contingent 1 instructional staff, an overload memo must be submitted by the department to the college and then forwarded to UHR. Once approved, instructional contracts may be generated.

Departments forward contracts to faculty by e-mail or print for surface mailing. Faculty must return the original signed contracts to the departmental summer contract processors. The departments will keep the original, signed agreements on file in their offices.

How to Prepare and Process the Summer Faculty Contracts

Screen: Fac Contracts Extended Studies

This screen provides the departments with a status report of all faculty contracts for Summer Sessions I (which includes three-week sessions I-A and I-B) and Summer Session II (which includes three-week sessions II-C and II-D).

NOTE: Before beginning, Course Proposals Extended Studies forms must be approved by all levels: department, college/school, and the Office of Extended Studies, and, if required, Academic Affairs approval of summer ARS/Overload appointments. Full-time 33- and 34 Exempt instructional staff require UHR approval.

To access the faculty contracts screen, go to the Term Course Menu within the Scheduling Office Menu and select CNTR-ES Fac Contracts Extended Studies.

1. Enter Course Prefix (dept code) and Term (1305); press ENTER to process. This screen lists all contracts by instructor for Summer Sessions I and II. The approved departmental Extended Studies Course Proposal form provides the source data including summer salary and contract type: contingent or non-contingent.

2. Position cursor on the individual faculty entry line and press F5 to create the faculty contract and enter the Contracts for Instructor screen.

Screen: Contracts for Instructor

Lists all contracts to be issued for a given instructor by session. Summer faculty contracts are generated separately for sessions I and II. Summer Session I includes courses taught in the three-week sessions I-A and I-B. Summer Session II includes courses taught in the three-week sessions II-C and II-D. Position cursor on the summer session line, press F5 and enter the Instructor Contract screen.
Screen: Instructor Contract

This screen generates the specific instructor contract selected on the prior Contracts for Instructor screen for Summer Sessions I and II. Upon receipt of the signed contract, the department records faculty signatures on this screen.

3. If a special condition is to be included in the faculty contract, position cursor on the Fixed Extensions line and press F1 to view the fixed extensions help panel. Select the appropriate letter and enter it in the fixed extension line. More than one extension can be added (i.e., “DO”).

There are currently three fixed extensions:
- A = Instructor is responsible for supervising Teaching Assistants in recitations and labs
- D = Instructor salary will be reimbursed to the department.
- O = Instructor must have weekly office hours

4. Other special conditions to be included in the faculty contract that are not listed in Fixed Extensions will be added by the Office of Extended Studies only as “free-form” text. A “Y” will appear in the Term field when special terms are present. Enter “B” in the Term line to display the special terms. Contact the Office of Extended Studies business managers at oes-finance@umd.edu to have the special terms entered.

5. The Note field is used for other information that will not appear on the contract; e.g., information regarding attempts to obtain the faculty signature. Anyone can enter notes by typing “E” for edit and pressing enter.

6. The faculty contract can be printed by pressing F9. The faculty contract can also be e-mailed by pressing F4 at the Instructor Contract screen.

Screen: Extended Studies Contracts

This screen is reached when F4 is pressed while at the Instructor Contract screen.

Enter “me” to retrieve the SIS user’s e-mail address. Press F4 to e-mail the contract to your own e-mail address. You will receive the contract from oes-contracts@umd.edu. Forward the contract to the instructor with specific instructions to sign and mail it back to your office or, if you choose, ask the instructor to return e-mail his/her acceptance of the contract.

7. Upon receipt of the printed and signed faculty contract, the department records faculty signatures on the Instructor Contract screen by pressing F12. May 15, 2013 is the deadline to complete signature confirmations for session I and June 24, 2013 is the deadline to complete signature confirmations for session II.