Overview

Beginning in November, the departmental Winter Term faculty contract processors will generate winter faculty contracts for instructional services in the electronic Extended Studies Contract System located in SIS. Following Academic Affairs approval of the faculty appointments, departments will forward contracts to their own e-mail address and then forward to faculty by e-mail or print contracts for surface mailing. Department coordinator must collect faculty contracts and record by December 13, 2013.

Faculty must indicate the acceptance of their Winter Term contracts, either by returning the original signed contracts to the departmental Winter Term contract processors or by providing an acceptance e-mail reply to e-mailed contracts. The departments will keep the original, signed agreements or e-mailed contract and acceptance replies on file in their offices.

How to Prepare and Process Winter Faculty Contracts

Screen 1: *Fac Contracts Extended Studies (CNTR-ES)*

This screen provides the departments with a status report of all faculty contracts for Winter Term.

**PLEASE NOTE:** Contracts may not be issued to faculty until all needed approvals (department, college/school and the Office of Extended Studies) are secured for Winter Course Proposals and Academic Affairs approves the faculty salary.

1) Enter Course Prefix (dept code) and Term (i.e. 1312); press ENTER to process. All faculty who were entered in the *Proposal Form* for this department should be listed; if not, contact the Office of Extended Studies at winter-sched@umd.edu.

2) Position cursor on the individual faculty entry line and press F5 to view the faculty contract summary information and enter the *Contracts for Instructor* screen.

Screen 2: *Contracts for Instructor*

This screen lists all contracts by instructor for the Winter Term. The approved departmental Winter Electronic Course Proposal Form provides the source data for this screen including section salary and contract type: contingent or non-contingent. To create the faculty contract, position cursor on the session line, press F5 and enter the *Instructor Contract* screen.

Screen 3: *Instructor Contract*

This screen provides further detail for the instructor’s session contract as selected in screen 2: *Contracts for Instructor*. Upon receipt of the signed contract, the department records faculty signatures on this screen.

**Note:** Special conditions must be assigned before faculty contracts are e-mailed and/or printed.

1) If a special condition must 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 will be responsible for supervising Teaching Assistants in recitations and laboratories, D = 12-month faculty without overload approval will have the equivalent percentage amount of a 9-month salary reimbursed to the department, and O = Instructor must have weekly office hours.

2) Special conditions that must be included in the faculty contract, but are not listed in *Fixed Extensions*, will be added by the Office of Extended Studies only. Contact the Office of Extended Studies at winter-sched@umd.edu to have these special terms entered in the *Terms* field. A “Y”
will appear in the Terms field when special terms are present. Enter “B” in the Term line to display the special terms.

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

4) The faculty contract can be printed by pressing F9. The faculty contract can also be e-mailed by pressing F4.

E-mailing Faculty Contracts

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

To e-mail the contract, press F4, enter “me” to obtain your e-mail address, press “Enter” and then press F4 again. SIS immediately sends the contract to you from the e-mail address oes-contracts@umd.edu. Forward the contract to the instructor with specific instructions to print, sign and mail it to your office or, if you choose, ask the instructor to return e-mail his/her acceptance of the contract.

Recording Faculty Contract Signatures

Upon receipt of the printed and signed faculty contract or e-mail confirmation, the department records faculty signatures by pressing F12 while at the Instructor Contract screen.