


TO: Department and Program Chairs
Administrative Support Staff

FROM: Dr. Laurie L. Couch, Provost & Senior Vice President of Academic Affairs 

DATE: November 8, 2023

RE: 2024 SPRING TERM FACULTY OVERLOAD, NON-TENURE TRACK, AND NEW ADJUNCT FACULTY CONTRACTS

Online Non-Tenure Track, Faculty Overload, and Adjunct Renewal contracts are located [here](#).

- All contracts for faculty **new** to the University are completed on paper.
- **Online Adjunct contracts are for renewals only.** Previous adjuncts with a 12-month lapse between contracts are considered **new** faculty. Their contracts must be submitted on paper and with the appropriate HR documents. Retired faculty members who've returned as adjuncts are considered **new** faculty. Their contracts must be submitted on paper and with the appropriate HR documents.
- Exempt and non-exempt staff require an [Adjunct Contract](#) with [Dual Employment form](#). An Adjunct Offer letter is not required.

Instructions for navigating and completing online forms can be found on the [Manager & Admin Toolkit](#). Please note: your dean's office may have additional steps not covered in the general contract instructions. Please check with them for specific School/College level deadlines or questions.

Contract Dates updated by the Provost's Office that you will need for **Spring Semester 2024** are as follows:

Session 1 (regular academic session):	Jan 22 – June 3, 2024	(drop/add: Jan 29 – Feb 2)
Session SP7W1 (first 7-week session):	Jan 22 – March 29, 2024	(drop/add: Jan 29 – Jan 30)
Session SP7W2 (second 7-week session):	Mar 18 – June 3, 2024	(drop/add: Mar 25 – Mar 26)

TIMELINE

ONLINE CONTRACTS should be completed by your department no later than the dates below—approximately **twenty (20) business days** before the start of the contract—to ensure they meet Payroll and HR requirements.

Contracts starting Jan. 22, 2024 due Dec. 14, 2023

Contracts starting March 18, 2024 due Feb. 19, 2024

PAPER CONTRACTS should be **completed, signed, and submitted** with all required documents (see other forms list below) to your dean's office no later than the dates below—approximately **fifteen (15) business days** before the start of the contract.

Contracts starting Jan. 22, 2024 due Dec. 21, 2023

Contracts starting March 18, 2024 due Feb. 26, 2024

PAPER CONTRACTS should be **completed, signed and submitted by the dean's office to HR** no later than the dates below—approximately **ten (10) business days** before the start of the contract—to ensure they meet Payroll & HR requirements.

Contracts starting Jan 22, 2024 due Jan. 5, 2024

Contracts starting March 18, 2024 due March 4, 2024

[Pay Authorization Forms](#), completed and signed by the department/program chair, are due to the **Payroll Office no later than the day after drop/add** to ensure those who opted for biweekly pay are paid on time. Department/Program Chair offices should prepare the forms with the contracts then verify enrollment after Drop/Add before submitting to Payroll.

INSTRUCTIONS

Reminder: **Wite-Out® on the front of the contract is not allowed. Any changes to the document should be made by striking through and initialing the item (all contract signers must initial all changes).**

Appointment and Position

Current rank should be listed as follows.

- Tenured or Tenure-Track faculty: Instructor, Assistant Professor, Associate Professor or Professor.
- Adjunct faculty: Adjunct I or Adjunct II.
- Non-tenure Track faculty should be listed as Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

Department Code or Source of Funds should indicate the funds used to pay the contract (department code or grant title and number if federal funds will be used).

General Conditions

You must list the department code, course number, section number, course name and number of credit hours **OR** contact hours, **NOT BOTH**. Indicate the dollar amount paid per course at one of the rates defined by rank in the chart below **or** indicate the total salary in the space provided.

Rank	Stipend Per Course Credit
Instructor/Lecturer	\$1,077
Assistant Professor	\$1,120
Associate Professor	\$1,166
Professor	\$1,203

NOTE: These rates include the following COLAs: Jan 2022, July 2022, Nov 2022, and July 2023 added to the base/minimum stipend level. For contact hour rates, see your school/college policy.

Adjunct I faculty pay rank is equivalent to **Instructor/Lecturer**.

Adjunct II faculty must be paid **10% above the per course credit for Instructor/Lecturer** (\$1,185 – adjustments through July 2023 COLA included).

For doctoral courses, a \$5,500 stipend (regardless of rank) will be paid if there is a minimum of five (5) students.

Dual/Multiple Employment must be completed by the *employee and initialed* where indicated.

Other forms that will be needed at the time of hire and renewal and more specific instructions regarding them can be found by using the links below:

Fingerprinting: Please refer any **new** faculty member or one that has been inactive for three or more academic years to the University Police Department, East Campus Complex (ECC 149), 410-548-2900. To obtain the **correct form and sworn statement**, send an email to: humanresources@salisbury.edu. You will need to complete the section at the top of the form prior to giving it to the employee to take to University Police. **Please do not use the form on the University Police web page as it is designed for use by the general public and does not contain the information needed to process SU employee background checks.** Additional information regarding background checks can be found: <http://www.salisbury.edu/hr/Current-Employees/default.html>.

I-9 Form (Electronic Version): For **new faculty** or anyone who has had a **complete break in service for one semester or longer**.

W-4 Withholding and State of MD Payroll Direct Deposit Form: For **new faculty** members and **anyone that has not received a paycheck within the last academic year**.

Employee Personal Data Sheet: For new faculty members or anyone that has had a change in personal data, education and/or emergency contact information.

Adjunct Offer Letter and Adjunct Offer Letter Affordable Care Act (ACA): required for a new adjunct faculty member or one who is returning after three academic years of inactivity.

Dual Employment Form: To be completed by primary and secondary supervisors for all non-exempt and exempt staff members who teach overload courses.

The above documents, as required, should be forwarded with the original signed contract to Human Resources by the date indicated on page 1 of this memo.

If you have any questions regarding this information, please contact your dean's office.