**CHHS Step by Step Faculty Load and Compensation Process for Academic Year**
**\*\*\*Summer and Winter Process begins on page 2\*\*\***

**Please refer to both links below for complete instructions**
**Faculty Load and Compensation Instructions.pdf**
**And**
**Recruiting, Hiring, and Credentialing PT Fac and GAI.pdf**

*Note: SONAH and DPT do not utilize the CHHS FLAC Expert and should follow the FLAC instruction manual as written.*

1) Prospective Candidate must apply for the position in Interview Exchange (i.e., Letter of interest, curriculum vita/resume, unofficial transcripts, and faculty profile).

2) Department Chair/School Director (or proxy) will reach out to their Department Office Coordinator and inform them of the candidate for hire.

3) The Department Office Coordinator will fill out and **send a Soft Offer of Part Time Teaching Appointment Memo** (CHHS Fall/Spring Soft Offer Memo). This signed memo is to be saved in the department employee file.

4) Once a candidate has accepted a soft offer of employment, Department Office Coordinator will **initiate background check** (Background Check Request).

5) **Credentialing**: In accordance with Policy 1.112V, and with the assistance of the Department Chair/School Director (or Proxy) the Office Coordinator will gather the following:

   i. The Credentialing Form completed and signed by department head/director (see SECTION III of the Recruiting, Hiring, and Credentialing PT Fac and GAI Instructions).
   ii. Collect the current curriculum vitae and the unofficial transcripts from the candidate's Interview Exchange application.
   iii. Scan and email to danita.kelley@wku.edu. Dr. Kelley will forward approved documents to the Office of the Provost.
   iv. Request from the candidate an official transcript to be sent directly to the Academic Affairs office. See SECTION III.A.1. of the Recruiting, Hiring, and Credentialing PT Fac and GAI Instructions.

6) The Department Office Coordinator will **Activate the Employee** as Faculty for Scheduling (See SECTION II Faculty Load and Compensation Instructions).

7) The Department Office Coordinator will **upload** the following information on the CHHS-FLAC Custom Shared Folder:

   o Schedule of course to add for the semester
   o Completion of onboarding for the PT Faculty
   o Part Time Teaching Appointment Memo
   o Position number
   o Contract code

   ➢ If a PT Faculty Member has qualified to be promoted to the next step in wage compensation, email amber.scott@wku.edu and copy Danita.kelley@wku.edu.

Revised 7/11/22

8) CHHS FLAC Expert (Angie) will assume responsibilities starting with SECTIONS IV and V in the [Faculty Load and Compensation Instruction Manual.](#) (On the FLAC Processing Calendar, consider the *Deadline for Dept to Assign Fac to Course in SIAASGN* for getting information to the Expert)

   ➢ CHHS Expert will create the course in SSASECT and enter the faculty member in SIAASGN.

   ➢ CHHS Expert will also assign compensation.

9) The FLAC Administrator (Amber Scott Belt) Runs PEPFLAC Extract (see Section VI in the Instruction Manual). (On the FLAC Processing Calendar see *Academic Affairs Rolls to PEPBLAC*)

10) Before the *Final Review by College Due (Topnet)* on the FLAC Processing Calendar, the **Office Coordinator** will **1)** verify and update any outdated or incorrect information concerning wages and workload within Topnet, **2)** lock all correct entries.

11) College FLAC Administrators (Deirdre and/or Jo Ellen) will conduct the final review (see SECTION VIII in the Instruction Manual), lock records, and will notify **Office Coordinators to send** the [FLAC Faculty Compensation Acknowledgement Request E-mail.docx](#) Note the *Faculty Comp Acknowledge Due (Topnet)* date on the FLAC Processing Calendar.

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### CHHS Faculty Load and Compensation Process for Summer and Winter

1) Department Chair/School Director (or proxy) will provide the schedule of classes to the Office Coordinator
2) Office Coordinator **uploads** schedule to CHHS-FLAC Custom Shared folder.
3) The Office Coordinator will fill out and **send** the [Summer and Winter Session Memo](#) to faculty.
4) CHHS Expert (Angie) will assume responsibilities starting with SECTIONS IV and V in the [Faculty Load and Compensation Instruction Manual.](#) (On the FLAC Processing Calendar, consider the *Deadline for Dept to Assign Fac to Course in SIAASGN* for getting information to the Expert)

   ➢ CHHS Expert will create the course in SSASECT and enter the faculty member in SIAASGN, as well as assign compensation.

**\*\*\***2 Weeks before start date - For Low Enrolled Classes CHHS FLAC Administrators will:

Pull by College report from Infoview on April 26 (M), May 17 (A), May 24 (B), June 21 (C), and June 28 (D)

• Departments/colleges should be given until Friday, at noon for the decision of cancelling classes.

**\*\*\*\*\***3<sup>rd</sup> Day Enrollment - Final Enrollment Based Adjustments. CHHS FLAC Administrators will:
Re-Run College report from Infoview on May 12 (M), June 3 (A), June 9 (B), July 8 (C), and July 14 (D)

• Update compensation in Topnet
• Lock the course

5) Once Faculty Members are in LOCKED STATUS:
   • Department Office Coordinator will **send** the [FLAC Faculty Compensation Acknowledgement Request E-mail.docx.](#)