# **Academic Faculty PTR Form Guidelines**

PTR - Academic Faculty

- Data Field Definition
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#### **Data Field Definitions:**

NAE Demographic Information

Complete all data fields.

Obtain most demographic information from employment application such as name and address.

Please complete campus address, phone number and email at time of form completion if known. If off campus please indicate location.

Subsequent PTRs can include just name and Datatel Number in demographic fields

Position Information – Choose the appropriate information for the type of transaction (only one per PTR).

Position Title-Check appropriate rank as stated on approved Position Control Requisition and Job Description

Department Name –full name or acronym

Payroll Start Date-for academic faculty it is the first day in the month in which the person will get paid (start date is first day of actual work assignment). HR will establish an official start date for I-9 purposes

Stop Date-department will determine stop date which should be last day of employment in the month of academic assignment; the position will generally be ongoing until time of termination.

Position Type Code-Permanent Full Time-PEFT; Permanent Part Time-PPTM; Temporary Full Time-TEFT; Temporary Part Time-TPTM.

FTE Status-teaching class load will determine %; a full 12 hour teaching load = 1 FTE (i.e. one class=25%, two classes=50 %)

Base Annual Salary: academic year (fall and spring semester) salary is typically 9 month contract salary amount divided by 10 pays. One semester would be 5 pays.

Summer Pay is separate calculation for each month of June and July, Formula is noted below.

Job Classification Code-will always have filled in "AF".

Overload Pay-Should be calculated on number of credit hours taught at the established pay rate per hour.

## **Overload Faculty Salary Rate**

Rank	Pay Per Credit Hour
Professor	\$931
Associate Professor	\$736
Assistant Professor	\$642
Instructor	\$509

#### **Summer Faculty Pay Formulas**

Calculations for Summer Faculty pay when student enrollment levels are considered to be a full class: Graduate Enrollment Level = 5 Upper Class=10 Lower Class=15

8 week session of both June and July-Base salary divided by 9 x (credit hour %) for each credit hour class x 2.

1 credit hour=.111, 2 credit hour=.222, 3 credit hour=.333, 6 credit hour=.667, 9 credit hour=1.0

Example: If a faculty member had a base salary of \$50,000, and was teaching 6 credit hours for an 8 week session. Formula application would be \$50,000/9 = \$5555. X .667 = \$3,705 X 2 (June and July) = \$7411.

4 week session only -Base salary divided by 9 x (credit hour %) for each credit hour class: 3 credit hour=.667, 6 credit hour=1.33, 9 credit hour=2.00

Example: If a faculty member had a base salary of \$50,000, and was teaching 6 credit hours for a 4 week session. Formula application would be \$50,000/9 = \$5555 X 1.33=\$7388

Calculations for Summer Faculty pay when student enrollment levels are <u>not</u> considered to be a full class:

If student enrollment does not meet the level to be a full class, but the Department Head in conjunction with the Dean decide that the class should be taught-a faculty member may agree to teach the class at a tuition only rate.

The tuition-only rate shall be defined as the total number of credit hours generated in the class on the deadline date for adding classes multiplied by the appropriate graduate or undergraduate in-state tuition rate and shall not be reduced by any fringe benefit cost.

The amount of pay for tuition only cannot exceed the normal rate of summer pay.

## **Faculty Hiring Guidelines**

Full and Part Time Faculty Employees

All full and part-time regular faculty positions are covered by the university's hiring policy. When a unit has a position vacancy, the department head must initiate a Position Control Requisition (PCR), and a job description. These forms must receive the necessary administrative approval culminating in the president's authorization to hire into the vacant position. A search and screening committee, with a designated chairperson, will be responsible for facilitating the recruitment, applicant screening

and interviewing process. The committee should reflect the diversity of the university workforce to the extent possible.

The position vacancy is posted and advertised based on the selection committee's request through Human Resources. All job vacancies are posted internally on the Human Resources Bulletin Board and the Lincoln University Web site for a minimum period of seven business days. The search and screening committee may externally advertise in other publications as requested, at the expense of the unit with the open position. Typically faculty positions are advertised through a national search through online posting with the Chronicle of Higher Education.

The employment advertisement should state the position title, duties and qualifications of the position along with required information to be submitted and a closing date. In fulfilling the responsibilities of recruitment, efforts must be made to actively seek out and identify qualified women and minorities and applicants with disabilities, informing them of vacancies and encouraging them to apply for available positions. The university also actively seeks to promote from within the institution when an employee has the necessary qualifications.

Applicants for faculty positions will be required to submit a resume or vitae, official transcripts, and three letters of recommendation.

The search and screening committee members must be familiar with what constitutes illegal and perceived discriminatory questions. Interview questions should focus on the applicant's ability and knowledge to perform the essential functions of the job; questions must be consistent with all applicants. Telephone screening interviews are optional and should, when possible, be followed by in-person interviews. The committee will develop a weighted rating system and a written evaluation format to be utilized with each candidate, as a fair method of determining the preferred candidate for recommendation. The committee will perform a job reference check on all candidates interviewed and considered for recommendation.

The selection committee will submit three to five ranked candidates to the department head; if the process doesn't produce at least three qualified candidates the committee may determine whether to recommend any candidate or re-open the search. At their discretion, the department head, the dean and vice president of academic affairs may elect to interview the final candidates chosen by the search and screening committees.

When a preferred candidate has been determined, the hiring department will prepare the necessary documentation for a written recommendation for initiating new employment. The department will notify the prospective new faculty of the contractual start date for employment. The Human Resource Office will send out an initial "Academic Appointment Notification" which will indicate the new faculty member is to report to Human Resources no later than the first day of employment.

The Position Transaction Report (PTR) Form will be processed through the following steps:

- The department the "payroll start date" as the 1<sup>st</sup> day in the month of assignment.
- The PTR for new employment is routed for further administrative approval {budget grant accounting, president}. The PTR is approved and routed back to HR.
- Human Resources will send the new faculty member the Academic Appointment Notification.
- The new employment is in a pending employment status until the new faculty member reports to HR on the designated first day of assignment.
- The employee reports to HR the designated first day of employment:
- The prospective employee completes the I-9 work authorization form
- HR staff e-verify work eligibility
- Employee completes tax forms
- Employee receives benefits orientation and faculty handbook
- New employee reports to respective department
- HR enters PTR information into Datatel for employee records and payroll.

Updated: Sept 25, 2012