Adjunct Faculty PTR Form
Data Field Definitions

NAE Demographic Information

Complete all data fields if the person is starting employment for the first time at Lincoln University.

Obtain most demographic information from employment application such as name and address. Ask applicant at time of employment offer for social security number and date of birth.

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

Position Title will be automatically filled in as "Adjunct"

Department Name –full name or acronym

Adjunct Position Rank-check mark the appropriate faculty rank the person should be paid at for adjunct assignment based on qualifications

Payroll Start Date-for adjunct 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). Generally for Fall Semester this will be September 1 even though the person starts teaching in August, for Spring Semester this will be February 1st. HR will establish an official start date for I-9 purposes.

Stop Date-department will determine stop date which should be last day in month of academic assignment.

Position Type Code-Adjunct will have this filled in automatically with "TPTM".

FTE Status-teaching class load will determine % (i.e. one class=25%, two classes=50 %)

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

Payroll cycle will always have filled in "EM"

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

Adjunct and Overload Faculty Salary Rate

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

Adjunct Faculty Appointment Guidelines

Each academic department maintains its own roster of eligible adjunct faculty. Individuals interested in being employed in an adjunct capacity should submit a resume and official transcripts to the respective department. When the department determines a need for an adjunct faculty, the person is contacted and asked to complete an Employment Application.

The department should submit a completed Personnel Transaction Report (PTR) Form along with the official transcripts and employment application to the Human Resource Services Department. Once the PTR Form is completed through the signatory process, Human Resources will notify the department of the approval and return a copy of the completed PTR. The department is responsible for notifying the adjunct faculty person and informing the individual to report to Human Resources the first day of work assignment (exceptions for this are off campus instruction which still require work authorization by a certified individual).

A new adjunct faculty person will need to come to Human Resources and complete an I-9 Work Authorization Form and appropriate State and Federal Tax Forms on or before the first day of employment. Human Resources will also provide the Adjunct Faculty person with a handbook.

All adjunct faculty are set up in the Datatel HR/Payroll module as a stipend with a defined payment amount and number of payments. An adjunct will receive a maximum of 4 payments during the course of the semester, depending on when the paperwork is approved.

Adjunct faculty are not eligible for any benefits. The only exception is when the person is currently working under a MOSERS eligible position at another employer. The person would then receive a retirement contribution from Lincoln University for the adjunct pay.

The department will determine the issuance of all keys, equipment, uniforms, or purchase cards to an adjunct faculty person.

The department will be responsible for the exiting of an adjunct faculty person including contacting Human Resources, Payroll and ERP/OIT through the email link on the HR webpage on or before the termination date. The department must also make sure all items issued are returned before the adjunct employee leaves.

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