Faculty Contracting Guidelines

Faculty contracts are either enrollment-contingent, non-contingent or no cost.

A. Contingent Contracts

i. Enrollment must be sufficient to pay the instructor and, if assigned, TA salaries plus the OES administrative charge of $92 per seat.

ii. In the event necessary enrollment for full salary is not realized, the instructor will teach the course for 80% of tuition received.

If there is insufficient course revenue, the instructor agrees to teach the course for compensation equal to 80% of the tuition revenue collected, not to exceed the original salary. When employing a TA and enrollment is insufficient to cover instructor, TA salaries, and the per seat administrative charge combined, only instructor salaries are paid at the contingent contract rate of 80% of the tuition received. TA and student labor salaries are paid in full.

OES will use the following dates in determining session enrollments for calculation of contingent salary:

<table>
<thead>
<tr>
<th>Session I</th>
<th>Pay Date</th>
<th>Contingent Salary Calculation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>May 31 - July 8</td>
<td>July 1 (Ppd26)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 15 (Ppd01)</td>
</tr>
<tr>
<td>I-A</td>
<td>May 31 - June 17</td>
<td>July 1 (Ppd26)</td>
</tr>
<tr>
<td>I-B</td>
<td>June 20 - July 8</td>
<td>July 15 (Ppd01)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session II</th>
<th>Pay Date</th>
<th>Contingent Salary Calculation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>July 11 - August 19</td>
<td>July 29 (Ppd02)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aug 12 (Ppd03)</td>
</tr>
<tr>
<td>II-C</td>
<td>July 11 - July 29</td>
<td>July 29 (Ppd02)</td>
</tr>
<tr>
<td>II-D</td>
<td>August 1 - August 19</td>
<td>Aug 12 (Ppd03)</td>
</tr>
</tbody>
</table>

If student enrollment increases or declines between the two pay dates listed in Sessions I and II, a salary adjustment will appear in the second bi-weekly paycheck.

B. Non-Contingent Contracts

Non-contingent contract stipulation: the instructor will be paid the full contracted salary regardless of course income.

The college dean/department head determines whether an instructor is paid on non-contingent contract during Summer Term. Please follow your college policies regarding any approval procedures.

If the instructor agrees to teach only at full compensation and the dean/department head agrees to this condition, the instructor enters into a non-contingent contract and receives full salary regardless of
course income.

If the course income is insufficient to cover the cost of the course (the instructor full salary and TA salary plus fringe benefits, supplies cost, plus the per seat administrative charge), the department is liable for the full deficit for the course.

C. **No-cost Contracts for Faculty without Salary Charges to OES**

All instructors, including those instructors whose salaries are not budgeted in the course proposal form, receive an instructional agreement from OES which must be signed prior to the first day of class. This includes 12-month appointees who are teaching on-load in a summer session.

SIS does not generate faculty contracts when departments choose not to budget an instructor salary, leaving the Section Salary field blank in the Course Proposals Extended Studies form. OES business staff will e-mail separate “no-cost to OES” instructional agreements to the departments for these instructors. This contracting process is required to confirm all instructor assignments in OES-managed courses. **Instructors teaching independent study courses on-load will not be issued this contract.**

i. OES sends contracts via e-mail to department business office.

ii. Department business office collects instructor and chair signatures on contract and returns original, signed, contract to OES. A copy of the signed contract should be kept by the department business office.

iii. OES maintains “no cost to OES” contract original signatures in OES files.

iv. OES tracks contract signatures and cancels course if contract is not signed by deadline date.
1. Faculty contracts are generated electronically from the budget information provided in the approved Course Proposals Extended Studies form. You can access and enter your course proposal offerings in the Student Information System (SIS) by selecting Online Navigation Environment, Scheduling Office Menu, Term Course Menu, Course Proposals Extended Studies form, and entering your department prefix and term: 1605.

2. There are separate contracts for non-contingent and contingent status appointments. In SIS, contracts generate for those courses that have amounts entered in the Section Salary field of the Course Proposals Extended Studies form. A separate contract will be issued by OES for those instructors without budgeted salaries that are teaching in summer sessions (excluding independent study courses). The Course Proposals Extended Studies form assigns the Contingent Contract type, denoted by the letter C, to all instructors. The contract type designation is located under the CN TP field on the right side of the Budget Screen. If your department elects to pay an instructor by Non-Contingent Contract, first enter N in the CN TP field and, second, include a justification for the non-contingent contract choice in the Notes Screen. Please note that any salary budget changes made after OES final approval will require that a new contract be signed and the old contract voided. If a course is cancelled, the contract is null and void.

3. To access the faculty contracts screen, go to the Term Course Menu within the Scheduling Office Menu and select CNTR-ES Fac Contracts Extended Studies. Type in your department course prefix and term, then return. You can now view the status of each faculty contract within your department for all summer sessions. For summer contract information for each instructor, place the cursor on a faculty
name and choose **F5** which will take you to the *Contracts for Instructor* screen. **F3** will take you back, or follow the menu at the bottom of the screen.

4. The *Contracts for Instructor* screen lists all contracts to be issued for a given instructor by session. Summer faculty contracts are generated separately for sessions I and II. Summer Session I includes courses taught in the three-week sessions I-A and I-B. Summer Session II includes courses taught in the three week sessions II-C and II-D. Position your cursor on the session line and press **F5** to prepare the faculty contract for print and/or e-mail.

5. The *Instructor Contract* screen processes the contract. You may add specific fixed extensions to an individual contract. To view the fixed extensions available, put your cursor on the fixed extensions line and press **F1**. The fixed extensions are:

- **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 their department.
- **O** - Instructor must have weekly office hours.

To add the fixed extension to the contract, go back to the *Instructor Contract* screen and enter the letter or letters that correspond(s) to the extension(s) you choose. If you want to add a statement that does not appear as a fixed extension, please contact an OES business manager at oes-finance@umd.edu to have your statement added to the contract.

6. It is important to note that PHR approval must be received prior to issuing the OES instructor contract. Once the contract is complete; you have two options to obtain the instructor’s signature. The first option is to **print the contract** and have the instructor sign it. To print the contract press **F9**. The contract will print to your chosen SIS network printer. If you are unsure of or have never set-up a network printer for SIS, please call OIT’s Help Line at ext. 5-1500.

The second option is to **e-mail the contract** to the instructor. 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 sign and mail it to your office or, if you choose, ask the instructor to return e-mail his/her acceptance of the contract.

7. Once you receive the instructor’s acceptance, you must record it on the *Instructor Contract* screen. To do this, go to the *Instructor Contract* screen and press **F12** (Record Signature). Please be sure to retain proof of signature/acceptance in your departmental files. Complete signature confirmations on the Instructor Contract screen for Session I and by the deadline date listed in section I.

**PHR appointments must be approved before instructor contracts are released. Instructor contracts must be signed and departments must record instructor contract signatures in SIS prior to the first day of class.**