



Pennsylvania Institute of Technology

Adjunct Faculty Employment Agreements

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 Supersedes: May 15, 2012
Applicable
Department(s)
Primary/Owner: EX
Secondary: AA

Adjunct Faculty Employment Agreements

Scope: This process covers the creating, modifying and cancelling of adjunct faculty member employment agreements.

Hiring: The process to hire the adjunct faculty member (other than the employment agreement process) is left to the Academic Affairs Department and the President, subject to complying with any College-wide rules on hiring including but not limited to the I-9 process. *[All faculty including adjuncts must have a fully completed section 1 of the I-9 Form completed **before** being allowed to teach and a completed section 2 of the I-9 Form completed **within** three (3) days of the day they began teaching].*

General Rules:

1. Effective 9/7/2012, the Approved Adjunct Faculty Employment Agreement has a footer code of "**Adj faculty EA #3 0907 2012**". Please immediately destroy all unused prior versions of the Adjunct Faculty Employment Agreement.
2. Any person teaching as an adjunct or even as a paid substitute for a single class must have an appropriate employment agreement, employment agreement amendment or "class substitution approval notice" covering their assignment.
3. Only persons officially approved ("Approved Persons") by the Dean of Academic Affairs ("Dean") are permitted to create employment agreements, employment agreement amendments, cancellations or class substitution approval notices. The Approved Persons must use the authorized forms that are attached to this process. The Dean shall set up a tracking system to assure that employment agreements and related documents are handled promptly and satisfactorily.
4. No employment agreement may cover more than a single semester.
5. No person may be given an adjunct employment agreement unless their job is being an adjunct (teaching instructor who is not a full-time faculty member), or a proctor.
6. If the original adjunct contract needs to be changed (e.g., name misspelled, title of course wrong, times for courses change, cancellation of less than all the courses, etc.) the change **must** be documented in the authorized "Employment Agreement Amendment". **DO NOT** simply send in a new employment agreement to the Business Office as this creates the possibility of double payment.
7. The Academic Affairs Department should limit the number of multiple employment agreements for an adjunct faculty member using a single employment agreement for each semester wherever possible. If an adjunct teaches at both Media and Center City during the same semester then please use two separate employment agreements so wage tax payments can be properly accounted for.

8. Signed and initialed (if appropriate) original employment agreements, employment agreement amendments, employment agreement cancellation notices and “class substitution approval notices” are maintained by the Business Office in compliance with the College’s Record Retention Schedule.
9. The Dean’s Office shall maintain an updated spreadsheet (“Adjunct Faculty Spreadsheet”) for each semester listing all of the adjunct faculty members and their assigned courses and pay.
10. The Business Office will send copies of fully executed employment agreements, amendments, class substitution approval notices and cancellations to the Administrative Assistant of the Dean so that the Adjunct Faculty Spreadsheet is kept updated. The Administrative Assistant shall also send a fully-executed copy of those documents to the applicable adjunct for the adjunct’s records (or distribute to the adjunct by some other method established by the Dean).
11. The Administrative Assistant of the Dean shall match any multiple employment agreements received for a semester against any other employment agreements received for the same adjunct faculty member to identify any duplicate courses. Upon finding any such duplicates the Administrative Assistant of the Dean shall inform the Dean who shall rectify the problem.
12. The Academic Affairs Department as a whole or each of its programs individually (e.g. Degree other than AHT, AHT, LPN, SPP) shall develop immediately a written policy for the Dean’s approval about how it will handle compensation deductions under paragraph 3 of the Adjunct Faculty member’s Employment Agreement when an adjunct misses teaching a class. This policy or policies shall be followed uniformly in making such deductions. When a deduction is to be made it shall be reported on the payroll summary report sent to the Business Office. If the class missed by an adjunct is handled by another adjunct or full-time faculty member and compensation is to be made to the substitute instructor then a Class Substitution Approval Notice shall be sent to the Business Office (for approval and retention of the Notice).
13. If an adjunct cannot complete teaching one or more courses for whatever reason (e.g. left state for personal reasons) for an extended time then their contract should be cancelled and a new adjunct should be hired with a new employment agreement, not a Class Substitution Approval Notice.

Preparation of Documents to be Transmitted Electronically Must be in Authorized PDF format

To ensure the integrity of the Adjunct Faculty Employment Agreements and the other related documents authorized by this process, any documents transmitted electronically shall not be transmitted in Microsoft word format but in a pdf form as set forth below.

1. All of the templates authorized by this process have been prepared as editable pdfs using “Bullzip” software that will permit the Approved Persons to fill in the blanks (name, dates, courses, etc.) but not make any changes to the template
2. All Approved Persons will need to have installed on their computers the “Bullzip” software. The Dean shall send a list to the CIO of those Approved Persons who require “Bullzip” software installation.

3. After completing the blanks in the appropriate document the Approved Person will then save the document using the “Bullzip” software in a non-editable pdf version and send it to the Adjunct.
4. For documents requiring the Adjunct’s signature and/or initials, the Adjunct will print the document and then sign and initial (if required).
5. According to instructions from the Approved Person, the Adjunct will return signed documents to the Approved Person either by scanning the document and emailing it, faxing it or returning it by interoffice or regular mail.
6. Regardless of the method by which the Adjunct initially returns the signed document, the original signed Employment Agreement or an Employment Agreement Amendment that must be signed by the President must also be immediately sent to the Approved Person which shall be the document ultimately sent to the President for signature.

Creating a New Employment Agreement:

1. The Approved Persons create new employment agreements for each Adjunct Faculty member for each semester using the approved form.
2. The Approved Persons shall obtain the initials of the adjunct faculty member on the 1st page and the signature of the adjunct faculty member along with the date and printed name on the last page of the employment agreement.
3. The Dean of Academic Affairs and the Assistant Dean of Academic Affairs shall initial the employment agreement. Their initials shall indicate their agreement that they approve this contract and that another duplicate contract covering all or some of the same courses or conflicting courses does not exist.
4. All employment agreements signed by the adjunct and initialed by the Dean of Academic Affairs and the Assistant Dean of Academic Affairs are batched by the Dean’s Office and sent in a weekly batch to the President for signature. The last batch shall be sent at least three (3) business days before the semester begins. Each batch shall include an appropriate cover memo and an updated copy of the Adjunct Faculty Spreadsheet identifying the names of all of the adjunct faculty members and the total compensation of each adjunct faculty member’s employment agreement.
5. The President sends the signed employment agreements to the Business Office for payment and record retention and distribution in accordance with this Process.
6. Any employment agreements needed after the last batch of the semester shall be prepared by the Approved Persons and sent for signature as required and then included on the Adjunct Faculty Spreadsheet.
7. Each semester the Adjunct Faculty Spreadsheet shall be retained by Dean’s Office in compliance with the College’s record retention schedule.
8. The Business Office and the Dean shall agree on a process for distributing new hire forms and documents to newly hired adjuncts.

Modifying an existing Employment Agreement - Amendment:

1. If an employment agreement is modified in any way (such as name misspelled, title of course wrong, times for courses change, cancellation of less than all the courses, etc.) then Academic Affairs must issue a timely employment agreement amendment and attach the original employment agreement so that the Business Office will understand exactly which Employment Agreement is being amended.

2. The Academic Affairs Department prepares the amendment and in a timely fashion obtains signatures of the adjunct faculty member and the authorized signer on behalf of the College.
3. The authorized signer on behalf of the College then sends the amendment to the Business Office for payment and record retention.

Cancelling an existing Employment Agreement:

1. A cancellation is where all of the courses assigned to an Adjunct Faculty member on an employment agreement are cancelled as to that adjunct faculty member.
2. If an employment agreement is cancelled for any reason then Academic Affairs must issue a timely employment agreement cancellation notice and attach the original employment agreement so that the Business Office will understand exactly which Employment Agreement is being cancelled.
3. The Academic Affairs Department prepares the authorized cancellation notice and the authorized signer on or before the effective date of the cancellation notice sends the cancellation notice to the adjunct faculty member with a copy to the Business Office.

Class Substitution Approval Notice

Any faculty member being paid as a substitute for a class must have an appropriate employment agreement, employment agreement amendment or “class substitution approval notice” covering their assignment.

Signing Authority:

1. Original Employment Agreement - ***The President is the only person authorized to sign the original employment agreement on behalf of P.I.T.***
2. Employment Agreement Amendment or Adjunct Faculty Cancellation Notice - ***The President is the only person authorized to sign an Amendment to the original employment agreement on behalf of P.I.T. if the amount of dollars to be received by the adjunct is increased.*** Any other Amendment, Cancellation Notice or Class Substitution Approval Notice may be signed by the Assistant Dean (Degree), Assistant Dean (SPP), Program Director for AHT or the Nursing Director (LPN) as the case may be, or the Dean of Academic Affairs or the President. The Dean of Academic Affairs may impose additional rules on when the Assistant Deans, the AHT Program Director and Nursing Director may sign employment agreement amendments, cancellation notice or Class Substitution Approval Notice.

Authorized Employment Agreement Templates: The only authorized templates are -
 Adjunct Faculty Employment Agreement – ***Adj faculty EA #3 0907 2012***
 Adjunct Faculty Employment Agreement Amendment – ***AF amendment 0501 2012***
 Adjunct Faculty Employment Agreement Cancellation Notice - ***AF cancellation 0501 2012***
 Class Substitution Approval Notice - ***AF class substitution 0501 2012***

Audit Process:

The assistant controller will audit this process as determined by the CFO paying special attention to the preparation rules, authorized documents, authorized signers, the Dean’s Office semester Adjunct Faculty Spreadsheet and any duplicate agreements or payments. The assistant controller will give her report to the CFO who will report the results to the Dean, the President and the Chair of the Board’s Audit and Finance Committee.

Related Processes: Full-Time Faculty Employment Agreements; Staff Employment Agreements.