## Lecturer Appointment Form Workflow:

| ACTION | DEPARTMENT STAFF | COLLEGE ANALYST |
|---|---|---|
| **Initial Appointments & Reappointments** | 1. Download Excel Form from College website<br><br>2. Fill out Tabs 1 & 2<br><br>3. Email complete form to College Analyst<br><br>4a. For initial appts: email a copy of the Academic Biography Form and CV<br><br>4b. For reappts: add link to Box folder with ESCI Reports & Written Student Comments to appt form | 1. Reviews appointment form<br><br>2. Fills out Tab 3 (for internal use)<br><br>3. Prepares case for review & approval by Assistant & Associate Deans<br><br>4. Emails approval letter to department staff & candidate<br><br>5. Adds electronic case material to shared Google Drive with AP<br><br>6. Archives Excel Form in department Box Folder |
| **Revision or Correction** to already approved appointment | 1. Download archived Excel Form from Box Folder<br><br>2. Add date of revision<br><br>***3.*** Make edits/revisions in ***Bold and Italicized***<br><br>4. Email revised Excel form to College Analyst | 1. Reviews appointment form<br><br>2. Prepares case for review & approval by Assistant & Associate Deans<br><br>3. Emails approval letter to department staff & candidate<br><br>4. Adds electronic case material to shared Google Drive with AP<br><br>5. Archives Excel Form in department Box Folder |

## Purpose of Box Folder: An archive for approved Lecturer appointments.

- For College Analysts to place completed forms.
- For Departments to view and download for revisions and corrections.
- Folder Name: "*Temp Lecturers – Department*"
- *Please do not rename folder or file any other documents in these folders.

## Payroll Dates and Service Dates:

| 9/9 PAY PERIOD | | |
|---|---|---|
| F | 10/01 - | 12/31 |
| W | 01/01 - | 03/31 |
| S | 04/01 - | 06/30 |

| 9/12 PAY PERIOD | | |
|---|---|---|
| F | 07/01 - | 10/31 |
| W | 11/01 - | 02/28 |
| S | 03/01 - | 06/30 |

| 2022-23 SERVICE DATES | | |
|---|---|---|
| F | 09/18/22 - | 12/09/22 |
| W | 01/09/23 - | 03/24/23 |
| S | 04/03/23 - | 06/16/23 |