Temporary and Adjunct Contract Review
Policy and Procedure
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Temporary and Adjunct Contract Review

Policy and Procedure

**Policy:** Review of temporary and adjunct contracts must be reviewed for accuracy.

**Purpose:** The Temporary and Adjunct Contract Review policy and procedure is intended to ensure accuracy of the entries as compared to the contracts

**Scope:** Finance
Temporary and Adjunct Contract Review Procedure

1. Prior to each semester, the Assistant Dean for Financial Affairs, Associate Dean for Academic Programs and the HR Manager will get together to evaluate the needs of adjunct faculty in order to fill teaching vacancies.
2. The HR Manager will extend letters of offers that are stored electronically in the HR shared drive under contracts in the appropriate academic year and they will prepare a spreadsheet with the names, classes and the frequency of pay.
3. Once the majority of these contracts are finalized, review of the semester spreadsheet is necessary.
4. Validate the information on the spreadsheet by reviewing the copy of the contract found in the HR share.
5. Make sure that the amounts are correct and in the correct campus columns.
6. Add the appropriate fringe rates to the designated columns.
7. Once all the information is validated, the reviewer’s initials and the current date should be placed in the lower right hand corner.
8. Print a copy for the Senior Staff Accountant’s files.

Revision History

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<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Joe Brenner</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed. Updated logo 10/13/2015</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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