

Lecturer Appointment Form Workflow:

ACTION	DEPARTMENT STAFF	COLLEGE ANALYST
<p align="center">Initial Appointments & Reappointments</p>	<ol style="list-style-type: none"> 1. Download Excel Form from College website 2. Fill out Tabs 1 & 2 3. Email complete form to College Analyst 4a. For initial appts: send two (2) hard copies of Academic Biography Form and CV 4b. For reappts: send one (1) set of ESCI Reports and Written Student Comments 	<ol style="list-style-type: none"> 1. Reviews appointment form 2. Fills out Tab 3 (for internal use) 3. Prepares case for review & approval by Assistant & Associate Deans 4. Emails approval letter to department staff & candidate 5. Drops off hard copy to AP 6. Archives Excel Form in department Box Folder
<p align="center">Revision or Correction to already approved appointment</p>	<ol style="list-style-type: none"> 1. Download archived Excel Form from Box Folder 2. Add date of revision 3. Make edits/revisions in <i>Bold and Italicized</i> 4. Email revised Excel form to College Analyst 	<ol style="list-style-type: none"> 1. Reviews appointment form 2. Prepares case for review & approval by Assistant & Associate Deans 3. Emails approval letter to department staff & candidate 4. Drops off hard copy to AP 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 only 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	04/10	- 06/30

9/12 PAY PERIOD		
F	07/01	- 10/31
W	11/01	- 02/29
S	03/01	- 06/30

2020-21 SERVICE DATES		
F	09/27/20	- 12/18/20
W	01/04/21	- 03/19/21
S	03/29/21	- 06/11/21