



Limited Term Adjuncts	
Contract Duration	18 weeks or less; should be full work weeks
Conditions of Service	UHAP Chapter 3; Faculty Conditions of Service
Offer Letter Required?	Yes; Use <a href="#">Limited Term Faculty Service Offer Letter Builder</a>
NOA Required?	Yes
<b>UAccess Fields:</b>	
Pay Frequency	Bi-Weekly
Contract Length/Description	Derived field. Displays as: Not Applicable
Compensation Rate	Flat amount
Annual Salary	None
Hourly Rate	None
FTE	.067 FTE per course credit taught (e.g., 3 credit course = .20 FTE); combined FTE cannot exceed .49
Pay Component	LMTTRR – Will be a “no-pay” amount to hold the total amount to be paid out (flat amount for teaching the course)
FLSA Status Code/Description	P/Always Exempt
Benefits Eligible?	No
Retirement Eligible?	No
<b>UA Title Components:</b>	
Prefix	Limited Term Adjunct
Jobcode Description	May be any faculty title approved by ABOR policy, such as Assistant Professor, Associate Professor, Professor, Instructor, Lecturer
Specifier	May be department name (i.e., English) or specialty area (i.e., Biomedical Engineering)
Faculty Tenure Code/Long Description	NT/Non-Tenure Eligible
Job Academic Rank/Description	To match title: 001=Professor, 002= Associate Professor; 003=Assistant Professor; 004=Instructor; 005=Lecturer; 006=No Academic Rank
ABOR Code/Description	FAC/Faculty
Empl Class	None
Class Indicator	Limited Ancillary App/Fac
Salary Admin Plan/Description	OTH/Other Salaried Groups not CLS
Object Code	1162
<b>Additional Considerations:</b>	
Eligible for Supplemental Compensation	No
Eligible for Other Professional Services (OPS) Compensation	No
Hold more than one Limited Term Adjunct appointment?	Yes, can only accept other Limited Term Adjunct appointments; cannot exceed combined FTE of .49; offer letter includes language regarding other appointments and what to do
Hold other non-Limited Term Adjunct appointments or titles?	No, Limited Term Adjunct can be the only relationship with the University. (Cannot be combined with ABOR codes CLS, STU, GRD, DOC, ADM, SRP, ACP, or non-Limited Term Adjunct FAC, or hold additional titles)

Sample Contract Dates for Limited Term Adjuncts teaching a traditional semester	
Fall Semester Start	Monday, August 13, 2018
Fall Semester End	Sunday December 16, 2018
Spring Semester Start	Monday, January 7, 2019
Spring Semester End	Sunday, May 12, 2019

Reference: <http://hr.arizona.edu/supervisors/employment-benefits/employment-categories#hdr-9>