

Specifications – Limited Term Adjuncts

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
NOA Required?	Yes
UAccess Fields:	
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) FTE not to 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
UA Title Components:	
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 Appointed Temp
Employee Type Code/Description	Available Choices: Hourly, Salaried. May be able to add “Bi-Weekly” as an option.
Salary Admin Plan/Description	OTH/Other Salaried Groups Not CLS
Object Code	1162
Additional Considerations:	
Eligible for Supplemental Compensation?	No
Eligible for Other Professional Services Compensation?	No
Hold more than one appointment?	FTE cannot exceed .49; can only accept other Limited Term appointments; offer letter includes language regarding other appointments and what to do.
Hold C/S job title at same time?	No

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Sample Contract Dates for Limited Term Adjuncts teaching a Traditional Semester	
Fall Semester Start	Monday, August 17, 2015
Fall Semester End	Sunday, December 20, 2015
Spring Semester Start	Monday, January 11, 2016
Spring Semester End	Sunday, May 15, 2016

Additional Notes:

- This (Limited Term) is the only relationship with the university.