## Limited Term Adjunct Faculty Specifications

### Limited Term Adjuncts

<table>
<thead>
<tr>
<th><strong>Contract Duration</strong></th>
<th>18 weeks or less; should be full work weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conditions of Service</strong></td>
<td>UHAP Chapter 3; Faculty Conditions of Service</td>
</tr>
<tr>
<td><strong>Offer Letter Required?</strong></td>
<td>Yes; Use <a href="http://hr.arizona.edu/supervisors/employment-benefits/employment-categories#hdr-9">Limited Term Faculty Service Offer Letter Builder</a></td>
</tr>
<tr>
<td><strong>NOA Required?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

### UAccess Fields:

<table>
<thead>
<tr>
<th><strong>Pay Frequency</strong></th>
<th>Bi-Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Length/Description</strong></td>
<td>Derived field. Displays as: Not Applicable</td>
</tr>
<tr>
<td><strong>Compensation Rate</strong></td>
<td>Flat amount</td>
</tr>
<tr>
<td><strong>Annual Salary</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Hourly Rate</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td>.067 FTE per course credit taught (e.g., 3 credit course = .20 FTE); combined FTE cannot exceed .49</td>
</tr>
<tr>
<td><strong>Pay Component</strong></td>
<td>LMTTRR – Will be a “no-pay” amount to hold the total amount to be paid out (flat amount for teaching the course)</td>
</tr>
<tr>
<td><strong>FLSA Status Code/Description</strong></td>
<td>P/Always Exempt</td>
</tr>
<tr>
<td><strong>Benefits Eligible?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Retirement Eligible?</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

### UA Title Components:

<table>
<thead>
<tr>
<th><strong>Prefix</strong></th>
<th>Limited Term Adjunct</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jobcode Description</strong></td>
<td>May be any faculty title approved by ABOR policy, such as Assistant Professor, Associate Professor, Professor, Instructor, Lecturer</td>
</tr>
<tr>
<td><strong>Specifier</strong></td>
<td>May be department name (i.e., English) or specialty area (i.e., Biomedical Engineering)</td>
</tr>
<tr>
<td><strong>Faculty Tenure Code/Long Description</strong></td>
<td>NT/Non-Tenure Eligible</td>
</tr>
<tr>
<td><strong>Job Academic Rank/Description</strong></td>
<td>To match title: 001=Professor; 002= Associate Professor; 003=Assistant Professor; 004=Instructor; 005=Lecturer; 006=No Academic Rank</td>
</tr>
<tr>
<td><strong>ABOR Code/Description</strong></td>
<td>FAC/Faculty</td>
</tr>
<tr>
<td><strong>Empl Class</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Class Indicator</strong></td>
<td>Limited Ancillary App/Fac</td>
</tr>
<tr>
<td><strong>Salary Admin Plan/Description</strong></td>
<td>OTH/Other Salaried Groups not CLS</td>
</tr>
<tr>
<td><strong>Object Code</strong></td>
<td>1162</td>
</tr>
</tbody>
</table>

### Additional Considerations:

| **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 15, 2022
- **Fall Semester End**: Sunday, December 18, 2022
- **Spring Semester Start**: Monday, January 9, 2023
- **Spring Semester End**: Sunday, May 14, 2023

Reference: [http://hr.arizona.edu/supervisors/employment-benefits/employment-categories#hdr-9](http://hr.arizona.edu/supervisors/employment-benefits/employment-categories#hdr-9)