



Limited Term Adjuncts	
<b>Contract Duration</b>	18 weeks or less; should be full work weeks
<b>Conditions of Service</b>	UHAP Chapter 3; Faculty Conditions of Service
<b>Offer Letter Required?</b>	Yes; Use <a href="#">Limited Term Faculty Service Offer Letter Builder</a>
<b>NOA Required?</b>	Yes
<b>UAccess Fields:</b>	
<b>Pay Frequency</b>	Bi-Weekly
<b>Contract Length/Description</b>	Derived field. Displays as: Not Applicable
<b>Compensation Rate</b>	Flat amount
<b>Annual Salary</b>	None
<b>Hourly Rate</b>	None
<b>FTE</b>	.067 FTE per course credit taught (e.g., 3 credit course = .20 FTE); combined FTE cannot exceed .49
<b>Pay Component</b>	LMTTRR – Will be a “no-pay” amount to hold the total amount to be paid out (flat amount for teaching the course)
<b>FLSA Status Code/Description</b>	P/Always Exempt
<b>Benefits Eligible?</b>	No
<b>Retirement Eligible?</b>	No
<b>UA Title Components:</b>	
<b>Prefix</b>	Limited Term Adjunct
<b>Jobcode Description</b>	May be any faculty title approved by ABOR policy, such as Assistant Professor, Associate Professor, Professor, Instructor, Lecturer
<b>Specifier</b>	May be department name (ie., English) or specialty area (i.e., Biomedical Engineering)
<b>Faculty Tenure Code/Long Description</b>	NT/Non-Tenure Eligible
<b>Job Academic Rank/Description</b>	To match title: 001=Professor, 002= Associate Professor; 003=Assistant Professor; 004=Instructor; 005=Lecturer; 006=No Academic Rank
<b>ABOR Code/Description</b>	FAC/Faculty
<b>Empl Class</b>	None
<b>Class Indicator</b>	Limited Ancillary App/Fac
<b>Salary Admin Plan/Description</b>	OTH/Other Salaried Groups not CLS
<b>Object Code</b>	1162
<b>Additional Considerations:</b>	
<b>Eligible for Supplemental Compensation</b>	No
<b>Eligible for Other Professional Services (OPS) Compensation</b>	No
<b>Hold more than one Limited Term Adjunct appointment?</b>	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
<b>Hold other non-Limited Term Adjunct appointments or titles?</b>	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	
<b>Fall Semester Start</b>	Monday, August 15, 2022
<b>Fall Semester End</b>	Sunday December 18, 2022
<b>Spring Semester Start</b>	Monday, January 9, 2023
<b>Spring Semester End</b>	Sunday, May 14, 2023

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