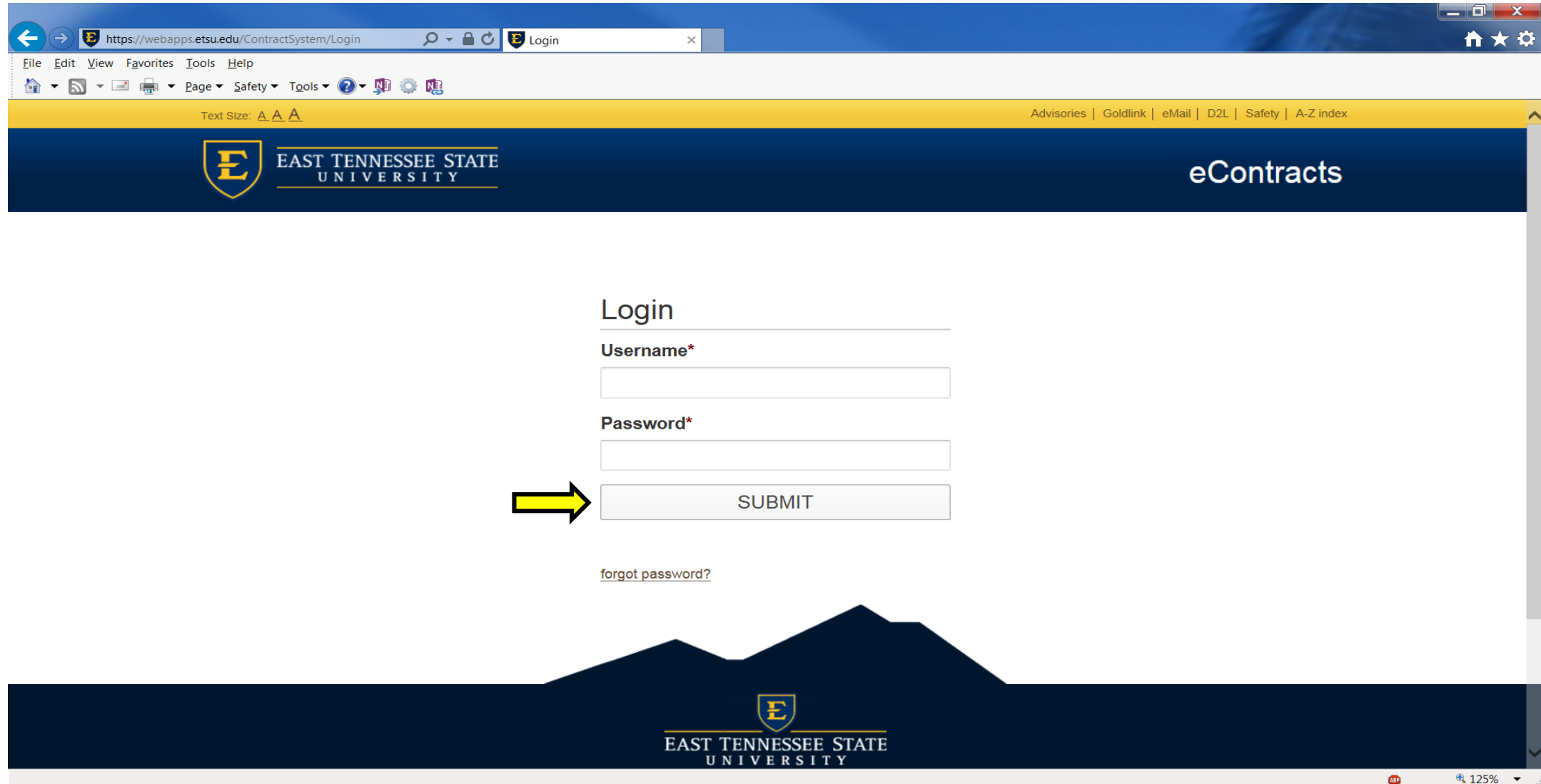# Adjunct Faculty Contract Training Guide

Log in to GoldLink to access the online contract system. Click on the **Administrative Staff** link to the left, then **Administrative Tools,** then click the **eContracts (Adjunct and GA)** link.

You may also access the online contract system at https://webapps.etsu.edu/eContracts/Login.

Log in by entering your username and password (same information used to login to your computer), then click the **Submit** button.

To start a new contract, move your cursor over 'new contract' and click **new adjunct contract** from the dropdown menu.

If you have the person's E#, type it in the **Person Search** field. After a short delay, the Search Results box to the right will populate (or you may click the **SEARCH** button).

Person Search ⊖

Person Search

| E00000000 | SEARCH |

Search Results*

| Wright, Mary Angela (E00   ) | ▾ | SELECT |

Create Adjunct Contract ⊖

Department*

- Select - ▾

Term*

▾

Session

▾

Name*

☐ This is a revised contract

☐ Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a **proxy or needs someone to sign in their absence**, enter the appropriate name in the respective box.

Supervisor

▾

Chair / Director

▾

Dean

▾

SUBMIT

If you do not know the person's E#, enter the name of the person (ex: Doe, John or John Doe). After a short delay, the Search Results box to the right will populate (or you may click the **SEARCH** button).

If the correct person is not showing, click the **dropdown arrow** to view additional names from which to choose. The E# shows up in the search results to help ensure you have the correct person.

Highlight the appropriate person from the list and click on the name.

Once you have the correct person in the Search Results field, click the **Select** button. The person's name will automatically appear in the **Name** field in the **Create Adjunct Contract** section.

Note: if the person does not show up in the search results (i.e., they have never been affiliated with the university), type their name directly in the **Name** field (last name, first name).

Person Search   ⊖

Person Search   Search Results*

| Wright, Mary | SEARCH | Wright, Mary Angela (E00   ) ⌄ | SELECT |

Create Adjunct Contract   ⊖

Department*   Term*   Session

| - Select - ⌄ | | ⌄ | | ⌄ |

Name*

| Wright, Mary Angela | ☐ This is a revised contract   ☐ Hide contract (12-month faculty (FA) and admin executives (AE) only) |

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a **proxy or needs someone to sign in their absence**, enter the appropriate name in the respective box.

Supervisor   Chair / Director   Dean

| ▾ | | ▾ | | ▾ |

SUBMIT

Select the **Department** by clicking the **dropdown arrow.**

Highlight and click on the department in which the person will be teaching (an error message will appear if you try to submit the contract and have not made a selection).

Person Search   ●

Person Search		Search Results*		
Wright, Mary	SEARCH	Wright, Mary Angela (E00)	☑	SELECT

Create Adjunct Contract   ●

Department*

- Select - ☑ ⬅

- Select -
Academic Technology Support
Accountancy
African American Studies
Allied Health Sciences
Appalachian Studies
Art & Design
Arts and Sciences CASE
Associate Dean Academic Affairs
Audiology & Speech-Language Pathology
Biological Sciences
Biostatistics and Epidemiology
Bureau of Business & Economic Research
Center of Excellence Appalachian Studies & Service
Chemistry
Cohort Programs
Communication and Performance

Term*

☑

Session

☑

☐ This is a revised contract

☐ Hide contract (12-month faculty (FA) and admin executives (AE) only)

e Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a e respective box.

Dean

▼   ▼

The current **Term** will automatically populate. Click the **dropdown arrow** to select a future term (if available).

Note: if the person is teaching in the **Winter Term,** it must be selected using the dropdown arrow of the Spring term Session field**.**

The **Session** field populates for **Summer** and **Spring** terms. Click the dropdown arrow to select the appropriate session.

The **Summer** term has Pre-Session, Pre+Session 1, Full Session, Dual Session and Session 2; the **Spring** term has the Spring Full session and the Winter term.

Click the **Revised Contract** checkbox if you are resubmitting a contract that was <u>completed</u> through the signature chain, but changes need to be made (i.e., course added/removed, funding change, etc.).

Click the **Hide Contract** checkbox if hiring a 12-month faculty member (FA employee class) or an Administrative Executive employee (AE employee class) to teach adjunct.

Once the person creating the contract submits it and hits the **Complete** button at their step, the contract will be sent directly to Completed (**no signed contract is needed**). The contract information is included in the reporting feature.

Click the **TnCIS** checkbox if hiring a faculty member who is teaching courses as part of the **Tennessee Consortium for International Studies.**

Once the person creating the (zero pay) contract submits it and hits the **Complete** button at their step, the contract will be sent directly to Human Resources (**no signed contract is needed**). The contract information is included in the reporting feature.

Enter the **Supervisor, Chair** (academic departments) / Director (non-academic departments) and **Dean** (academic departments) who need to sign the contract. The supervisor should auto-populate based on the department and can be changed if needed. The supervisor should be the same as the Chair for academic departments.

If the Chair/Director or Dean **uses a proxy or needs someone to sign in their absence,** then enter the appropriate name in the respective box.

If you hit Submit and realize you chose the wrong person, it can be changed on the next page.

Click the **Submit** button to generate the Adjunct Contract Form.

Person Search   ⊖

Person Search   **Search Results***

Wright, Mary   SEARCH   Wright, Mary Angela (E00   )   ▼   SELECT

Create Adjunct Contract   ⊖

Department*   **Term***   **Session**

Accountancy   ▼   Spring 2020   ▼   Spring Full   ▼

Name*

Wright, Mary Angela   ☐ This is a revised contract   ☐ Hide contract (12-month faculty (FA)
                                                                          and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a **proxy or needs someone to sign in their absence**, enter the appropriate name in the respective box.

Supervisor   **Chair / Director**   **Dean**

                        ▾   ▾   ▾

SUBMIT

The top portion of the Adjunct Contract Form will be automatically populated. <u>You will be able to edit</u> the **Name, Organization Code, Check Distribution, Timekeeping Location, Supervisor, Chair/Director, Dean, Term** and **Session** fields.

The **Position Number** for adjunct contracts <u>will be blank</u> (to be completed by Human Resources).

Check the appropriate box if the contract is an **Overload, TN eCampus (RODP), Dual Service** or a **Revised Contract** (the revised contract box will already be checked if selected on the Create Adjunct Contract screen, or you may check it here if you forgot to do so on the initial page).

A revised contract will be <u>blue</u> with a <u>Revision</u> watermark on it once you submit the form.

If **Dual Service** is selected, an **Employed By?** text box will appear to the right; manually enter the appropriate entity.

Complete the **Courses** section by filling in the **Course ID, Paid** and/or **Unpaid Hours,** and the **Pay Rate** fields.

The **Course Id** and **Course Title** fields will automatically populate if the course has an instructor of record assigned.

If the course does not populate, begin keying the Course ID (ACCT, CSCI, etc.) and a dropdown menu will appear with a list of courses from which to choose. The course title will automatically populate when a course is selected.

The **section number** will show for courses that automatically populate (ex: ACCT-1010-**001**). **If you are adding a course manually, you will be required to enter the section number in the Course Id field**. Just type in a hyphen (-) followed by the three digit section number after the course number.

The **Course Salary** field will automatically calculate based on the number of paid hours and pay rate entered.

The **1/32 salary rule** will automatically calculate in the Pay Rate field if you are hiring a regular 9-month faculty member to teach Summer/Winter terms (can be edited).

☐ Overload   ☐ TN eCampus   ☐ Dual Service

☐ Revised Contract

Courses - Add Course

Remove

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	$ 750.00	$ 4,500.00

■ Prior SACS not found   ☐ Course Is Zero Pay

	Total Paid	Total Unpaid		Total Salary
	6.00	0.00		$4,500.00

Index Number(s) - Add Index Number

	Index Number*	Percentage*
Remove		100.0%

100.0%

Click the **Add Course** link to add a course; click the **Remove** link to delete a course.

☐ Overload   ☐ TN eCampus   ☐ Dual Service

☐ Revised Contract

Courses - Add Course

Remove

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	$ 750.00	$ 4,500.00

■ Prior SACS not found   ☐ Course Is Zero Pay

	Total Paid	Total Unpaid	Total Salary
	6.00	0.00	$4,500.00

Index Number(s) - Add Index Number

	Index Number*	Percentage*
Remove		100.0%

100.0%

Look at the **SACS indicator** to see if a SACS form has already been completed for the course.

This will assist in determining what you need to select when completing the **'Faculty Competency'** section under **Credentials** (page 23).

☐ Overload   ☐ TN eCampus   ☐ Dual Service

☐ Revised Contract

Courses - Add Course

Remove

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	$ 750.00	$ 4,500.00

■ Prior SACS not found   ☐ Course Is Zero Pay

	Total Paid	Total Unpaid	Total Salary
	6.00	0.00	$4,500.00

Index Number(s) - Add Index Number

	Index Number*	Percentage*
Remove		100.0%

100.0%

Check the **Course is Zero Pay** box if the course is uncompensated. Click the dropdown menu in the **Zero Pay Reason** box to select a reason the course is unpaid.

If the reason is not listed in the options available, click the blank space (blue line) to return to the default value of add/select a reason and <u>manually type in the reason</u>.

Make sure to enter the number of hours that are uncompensated in the **Unpaid Hours** field.

Complete the **Index Number(s)** section by filling in the **Index Number** and **Percentage** fields. When you begin keying the index number, a dropdown menu will appear with a list of indexes from which to choose (you may also search by index name).

The total of the **Percentage** field <u>must equal 100%</u>.

Click the **Add Index Number** link to add an index; click the **Remove** link to delete an index.

Courses - Add Course

Remove

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	$ 750.00	$ 4,500.00

■ Prior SACS not found

☐ Course Is Zero Pay

	Total Paid	Total Unpaid		Total Salary
	6.00	0.00		$4,500.00

Index Number(s) - Add Index Number

Index Number*	Percentage*
	100.0%

Remove

100.0%

Complete the **Credentials** section by first **checking the highest degree <u>related to the course(s) being taught</u>**. Look at the **Transcript On File** indicator to the far right to help with completing the **official transcript** section (page 23).

Only the **highest <u>related</u> degree** needs to be checked and **will be the only one displayed when the form is submitted.**

Click the **Add Degree** link to add the highest degree if it is not listed (<u>if you manually add a degree</u>, the transcript will show as **not on file** when you submit the form; if you know the transcript is on file, just check On File under the Official Transcript section and make a note in the Comments section).

<u>**Note:**</u> degree/transcript information <u>will be hidden for regular 9-month faculty who are teaching as adjunct</u>.

If degree information does not automatically populate, you will need to enter the **Discipline of Study, Highest Degree for the Teaching Discipline** and **Institution** in the boxes provided.

Credentials

Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Remove

Discipline of Study   **Highest Degree for Teaching Discipline**   **Institution**

[   ]   [Bachelor's   ▼]   [   ]

Add Degree

Highest degree for the **teaching discipline** is from a   ○ regionally accredited   ○ comparably recognized non-US institution

Official transcript:

○ On File   ○ Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

☐ academic preparation **AND / OR**

☐ professional experience **and (** ○ SACS form attached with contract   ○ SACS form on file in the Office of Human Resources **)**

[SUBMIT]   [DELETE]

Check the appropriate radio button/checkbox in each of the next three sections.

If a prior SACS form was not found (refer to <u>SACS indicator</u> referenced on page 18) and the person is professionally qualified, you will need to select **'professional experience' and 'SACS form attached with contract'** (select **SACS form on file in the Office of Human Resources** if the SACS indicator shows it is on file) when completing the 'Faculty Competency' section. If the person is academically qualified, select **'academic preparation'.**

A SACS form is only needed when the adjunct is deemed to be professionally qualified to teach the course instead of academically qualified. Once a SACS form has been submitted for a specific course, it will show as on file and isn't needed again for that course.

Credentials
Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
☐ Applicable to courses	Management	Bachelor of Business Admin.	East Tennessee State Univ	☑ On File

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
☑ Applicable to courses	Business Administration	Master of Business Admin	Colorado State Univ Ft Collins	☑ On File

<u>Add Degree</u>

Highest degree for the **teaching discipline** is from a ⦿ regionally accredited ○ comparably recognized non-US institution

Official transcript:

⦿ On File ○ Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

☐ academic preparation **AND / OR**

☑ professional experience **and (** ⦿ SACS form attached with contract ○ SACS form on file in the Office of Human Resources

SUBMIT   DELETE

To complete the adjunct contract form, click the **Submit** button; to delete the form, click the **Delete** button.

Credentials
Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Applicable For Teaching Courses?	**Discipline of Study**	**Degree**	**Institution**	**Transcript On File**
☐ Applicable to courses	Management	Bachelor of Business Admin.	East Tennessee State Univ	☑ On File

Applicable For Teaching Courses?	**Discipline of Study**	**Degree**	**Institution**	**Transcript On File**
☑ Applicable to courses	Business Administration	Master of Business Admin	Colorado State Univ Ft Collins	☑ On File

Add Degree

Highest degree for the **teaching discipline** is from a ⦿ regionally accredited ○ comparably recognized non-US institution

Official transcript:

⦿ On File ○ Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

☐ academic preparation **AND / OR**

☑ professional experience **and (** ⦿ SACS form attached with contract ○ SACS form on file in the Office of Human Resources **)**

SUBMIT   DELETE

Now that you have submitted the contract form, you have three options prior to completing your step. You may edit the form, add secondary approvers and add attachments.

If you see an error after you have submitted the form, click the **Edit Form** link to make changes.

Adjunct Contract Form - Existing Employee

Name	Contract Title	Position Number	Employee Class
Wright, Mary Angela	Adjunct Faculty		AD

Department	Organization Code	Check Dist No	TKL
Accountancy	22050	T509	T509

Supervisor	Dept Box #	Term / Session	
Burkette, Gary D	Box 70710	Spring 2020 Spring Full	

Contact Person	Contact Phone	Contact Email	
Crigger, Eric S	423-439-5235	CRIGGER@ETSU.EDU	

Overload	TN eCampus	Dual Service	
No	No	No	

Revised
No

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	$750.00	$4,500.00
		6.00	0.00		$4,500.00

Index No	Percentage
22050	Accountancy	100.0%

Credentials

Discipline of Study	Degree	Institution	Transcript On File
Mathematics Education	Master of Science	Univ Tennessee Knoxville	☑ On File

Highest degree for the teaching discipline is from a [✔] regionally accredited or [ ] comparably recognized non-US institution

Official transcript: [✔] On File [ ] Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
[✔] academic preparation and / or
[ ] professional experience and [ ] SACS form attached with contract or [ ] SACS form on file in the Office of Human Resources

Edit Form   Add Attachments   Add Secondary Approvers

Once you have made the changes, click the **Save** button to return to the contract. You may also remove the contract by clicking the **Delete** button.

Credentials
Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
☐ Applicable to courses	Computer Science	Bachelor of Arts	Univ Tennessee Knoxville	☑ On File

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
☑ Applicable to courses	Mathematics Education	Master of Science	Univ Tennessee Knoxville	☑ On File

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
☐ Applicable to courses		M.S. in Education	Univ Tennessee Knoxville	☑ On File

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
☐ Applicable to courses	Computer Science	B.A. of Liberal Arts & Hum Sci	Univ Tennessee Knoxville	☑ On File

Add Degree

Highest degree for the **teaching discipline** is from a ⦿ regionally accredited ◯ comparably recognized non-US institution

Official transcript:

⦿ On File ◯ Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

☑ academic preparation **AND / OR**

☐ professional experience **and (** ◯ SACS form attached with contract ◯ SACS form on file in the Office of Human Resources **)**

SAVE   DELETE

If another person needs to approve the contract prior to the next step in the workflow, click the **Add Secondary Approvers** link.

Adjunct Contract Form - Existing Employee

Name	**Contract Title**	**Position Number**	**Employee Class**
Wright, Mary Angela	Adjunct Faculty		AD
Department	**Organization Code**	**Check Dist No**	**TKL**
Accountancy	22050	T509	T509
Supervisor	**Dept Box #**	**Term / Session**	
Burkette, Gary D	Box 70710	Spring 2020 Spring Full	
Contact Person	**Contact Phone**	**Contact Email**	
Crigger, Eric S	423-439-5235Ⓢ	CRIGGER@ETSU.EDU	
Overload	**TN eCampus**	**Dual Service**	
No	No	No	
Revised			
No			

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	$750.00	$4,500.00
		6.00	0.00		$4,500.00

Index No	Percentage
22050	Accountancy	100.0%

Credentials

Discipline of Study	Degree	Institution	Transcript On File
Mathematics Education	Master of Science	Univ Tennessee Knoxville	☑ On File

Highest degree for the teaching discipline is from a [✔] regionally accredited or [ ] comparably recognized non-US institution

Official transcript: [✔] On File [ ] Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
[✔] academic preparation and / or
[ ] professional experience and [ ] SACS form attached with contract or [ ] SACS form on file in the Office of Human Resources

Edit Form   Add Attachments   Add Secondary Approvers

Type the name of the secondary approver in the **Person Search** field. If the correct person isn't showing in the Search Results field, click the **dropdown arrow** and select the appropriate person from the list.

Click the **Add** button to add the person as a secondary approver.

Adjunct Contract Form – Existing Employee

Name	Contract Title	Position Number	Employee Class
Wright, Mary Angela	Adjunct Faculty		AD

Department	Organization Code	Check Dist No	TKL
Accountancy	22050	T509	T509

Supervisor	Dept Box #	Term / Session	
Burkette, Gary D	Box 70710	Spring 2020 Spring Full	

Contact Person	Contact Phone	Contact Email	
Crigger, Eric S	423-439-5235 Ⓢ	CRIGGER@ETSU.EDU	

Overload	TN eCampus	Dual Service	
No	No	No	

Revised
No

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	$750.00	$4,500.00
		6.00	0.00		$4,500.00

Index No	Percentage
22050	Accountancy	100.0%

Secondary Approvers

Person Search		Search Results*		
Chase, Sharon	SEARCH	Chase, Sharon G (E00321309)	⌄	ADD

Back to Contract

The secondary approver is now added to the adjunct contract form. You may also delete the secondary approver by clicking the **Remove** link.

Click the **Back to Contract** button to return to the contract.

Supervisor
Burkette, Gary D

Dept Box #
Box 70710

Term / Session
Spring 2020 Spring Full

Contact Person
Crigger, Eric S

Contact Phone
423-439-5235

Contact Email
CRIGGER@ETSU.EDU

Overload
No

TN eCampus
No

Dual Service
No

Revised
No

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	$750.00	$4,500.00
		6.00	0.00		$4,500.00

Index No	Percentage
22050 | Accountancy	100.0%

Secondary Approvers
Remove   Chase, Sharon G

Person Search
[   ]   [SEARCH]

Search Results*
[▾]   [ADD]

Back to Contract

The secondary approver is now in the signature workflow.

Workflow   ⊖

✳ Adjunct Contract Form

Assigned To: Eric Crigger
Form Name: Adjunct Contract
Comments:

[   ]

[LEAVE COMMENT]

☐ Route the adjunct contract to grant accounting?

☐ Background check required?

[COMPLETE]

⟹ ◯ Secondary Approver - Approval

Assigned To: Sharon Chase
Action: The Secondary Approver approves of the adjunct contract.

◯ Chair / Director - Approval

Assigned To: [Chair/Director]
Action: The chair or director approves the contract

◯ Dean - Approval

Assigned To: Dennis Depew
Action: The Dean approves of the adjunct contract.

If you need to attach a document to the contract form (CV, application, etc.), click the **Add Attachments** link.

Adjunct Contract Form - Existing Employee

Name	**Contract Title**	**Position Number**	**Employee Class**
Wright, Mary Angela	Adjunct Faculty		AD
Department	**Organization Code**	**Check Dist No**	**TKL**
Accountancy	22050	T509	T509
Supervisor	**Dept Box #**	**Term / Session**	
Burkette, Gary D	Box 70710	Spring 2020 Spring Full	
Contact Person	**Contact Phone**	**Contact Email**	
Crigger, Eric S	423-439-5235	CRIGGER@ETSU.EDU	
Overload	**TN eCampus**	**Dual Service**	
No	No	No	
Revised			
No			

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	$750.00	$4,500.00
		6.00	**0.00**		**$4,500.00**

Index No	Percentage
22050	Accountancy	100.0%

Credentials

Discipline of Study	Degree	Institution	Transcript On File
Mathematics Education	Master of Science	Univ Tennessee Knoxville	☑ On File

Highest degree for the teaching discipline is from a [✔] regionally accredited or [ ] comparably recognized non-US institution

Official transcript: [✔] On File [ ] Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
[✔] academic preparation and / or
[ ] professional experience and [ ] SACS form attached with contract or [ ] SACS form on file in the Office of Human Resources

Edit Form   Add Attachments   Add Secondary Approvers

Click the **Browse Files** button to search your documents and select the file you want to attach. The document is now added to the adjunct contract form under Attachment(s).

Click the **Back to Contract** button to return to the contract.

Overload	TN eCampus	Dual Service
No	No	No

Revised
No

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	$750.00	$4,500.00
		6.00	0.00		$4,500.00

Index No	Percentage
22050 | Accountancy	100.0%

Attachment(s)

CV.docx
size: 11 kB

Add Attachment(s) Attaching from Outlook?

Drag & Drop files here
or
BROWSE FILES

Back to Contract

You are now ready to complete your step and forward the contract to the next person in the signature chain.

Include any additional information related to the contract in the **Comments** box. If you will be completing your step at a later time and want to save the comment, click the **Leave Comment** button.

If the position requires grant funding, click the **Route the adjunct contract to grant accounting** box. Click the **Background check required** box if the position requires a background check.

Click the **Complete** button to forward the contract form to the next approval level in the workflow.

The contract is now under the **In Progress** tab.

You will see the person's name, department, term, date the contract was started, where the contract is in the process and to whom it is assigned.

Click the **Adjunct** link to view the contract form.

Once you click the Adjunct link to view the completed contract form, scroll down to the signature workflow at the bottom of the form.

The **green** check mark appears once a step is completed.

The **yellow** asterisk shows the contract form is awaiting approval.

The **blue** circle denotes the contract form has yet to reach that step.

Click the **home** link to go back to the main page.

Click the **In Progress** tab to check the status of all contracts you have awaiting completion.

Enter a name in the **Search** box to locate a specific contract.

Click on any **column header** to sort by that column.

Click on **Previous, Next** or the **page number** to go from page to page.

EAST TENNESSEE STATE UNIVERSITY

eContracts

home   new contract ▾   logout

Waiting On You   In Progress   Completed   Canceled

Search: [   ]

Type	Name	Department / Period	Appointment	Start	Current Step(s)	Assigned To
Adjunct	Wright, Mary Angela	Accountancy	Spring	11/19/2019	Chair / Director - Approval	Gary Burkette

Previous   1   Next

Once the contract form has been signed electronically at each approval level, it will move to the **Completed** tab.

Click on the **Adjunct** link to view the contract.

Click on **Download PDF** to print and/or save the contract for your records.

Adjunct Contract Form - Existing Employee ⊖

Name	**Contract Title**	**Position Number**	**Employee Class**
Wright, Mary Angela	Adjunct Faculty	000000	AD

Department	**Organization Code**	**Check Dist No**	**TKL**
Accountancy	22050	T509	T509

Supervisor	**Dept Box #**	**Term / Session**	
Burkette, Gary D	Box 70710	Spring 2020 Spring Full	

Contact Person	**Contact Phone**	**Contact Email**	
Crigger, Eric S	423-439-5235	CRIGGER@ETSU.EDU	

Overload	**TN eCampus**	**Dual Service**	
No	No	No	

Revised
No

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010-001	Accounting Principles 1	3.00	0.00	$600.00	$1,800.00
		3.00	0.00		$1,800.00

Index No	Percentage
22050	100.0%

Credentials

Discipline of Study	Degree	Institution	Transcript On File
Computer Science	Bachelor of Arts	Univ Tennessee Knoxville	☑ On File

Highest degree for the teaching discipline is from a [✔] regionally accredited or [ ] comparably recognized non-US institution

Official transcript: [✔] On File [ ] Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
[✔] academic preparation and / or
[ ] professional experience and [ ] SACS form attached with contract or [ ] SACS form on file in the Office of Human Resources

Download PDF

If you selected **SACS form attached with contract** when preparing the contract form, the SACS form will generate for you to fill out once you hit the **Complete** button at your step in the Workflow section.

The first four boxes will automatically populate and <u>can be edited</u>. You will need to manually fill in the last box on the form (**Outstanding Professional Experience**).

Once you have completed the SACS form, click the **Submit** button (or **Delete** it if necessary).

Review the SACS form for errors. If you need to make corrections, click the **Edit Form** link. Once you make changes in edit mode, click the **Save** button.

If you decide you do not need the SACS form, click the **Delete SACS** link.

If you would like to save/print the SACS form, click the **Download PDF** link.

Scroll down to the SACS signature workflow and enter any other pertinent information in the **Comments** box if necessary.

Click the **Complete** button to start the SACS form through the signature workflow (or click **Delete** to remove the SACS form).

Once the SACS signature workflow starts, **the adjunct contract will sit at the originator until the SACS form has finished going through the signature chain.**

When the SACS form completes the signature process, **the adjunct contract will automatically move from the originator to the next person in the signature workflow.** The contract/SACS form will show under the 'In Progress' tab until it is completed. Click the link(s) to open.

An e-mail will be sent notifying each approver that an adjunct contract is awaiting their review.

If you notice that the contract has been sitting at the same step for a while, simply open it and scroll down to the workflow. Click the **Send Reminder** button at the step at which it is awaiting approval. This will send an e-mail to the person assigned to that step reminding them to take action. The person who initiated the contract will also receive the reminder e-mail for their records.

Workflow ⊖

✔ Adjunct Contract Form	**Completed By:** **Form Name:**	Adjunct Contract
✔ Chair / Director - Approval	**Completed By:** **Action:**	The chair or director approves the contract
✶ **College Budget Authority** SEND REMINDER ⬅	**Assigned To:** **Action:** **Comments:**	The College Budget Authority approves the contract

LEAVE COMMENT

APPROVE   RETURN   REJECT

To exit the contract system, click the **logout** link in the upper right corner.