

INFORMATION FOR FACULTY APPOINTMENT LETTER

Faculty Appointment Effective Dates:

	<u>Begin</u>	<u>End</u>
Fall	Sep 16	Dec 15
Winter	Dec 16	Mar 15
Spring	Mar 16	Jun 15
Summer Full Term	Jun 16	Aug 15
Summer A Term	Jun 16	Jul 15
Summer B Term	Jul 16	Aug 15
Early Fall	Aug 16	Sep 15

These are payroll dates for faculty appointments and they **never change**. Regardless of the day of the week that they fall on, or the dates that classes begin or end, these dates remain fixed.

Faculty Appointment FTE

The FTE for quarterly faculty appointments in JSIS is determined by the number of credits being taught. For example:

- 1 credit = 10% FTE (.10)
- 3 credits = 30% FTE (.30)
- 5 credits = 50% FTE (.50)

If an individual teaches TWO 5-credit classes in one quarter, they would be 100% FTE for that quarter.

Faculty Compensation for Academic Year

- The UW current minimum full-time monthly salary for a Lecturer part-time or Affiliate Instructor is \$3,672 per month. For a 5-credit class (50% FTE) that equals \$5,508 for one quarter.
- You can pay more than the minimum, but must pay the individual at least what they have made in the past if they have taught for JSIS before.
- Formula for compensation for one quarter:
 - Monthly salary X 3 months X % FTE; OR
 - $\$3,672 \times 3 \times .50 = \$5,508$

Faculty Compensation for Summer Quarter

See Dvorah Oppenheimer or Toni Read regarding summer compensation for faculty. It is NOT THE SAME as the academic year.

Faculty Benefits Information

- A Lecturer part-time is eligible for benefits if teaching a minimum of 5 credits per quarter (50% FTE), for two or more consecutive quarters during the academic year.
 - “Two or more consecutive quarters during the academic year” means:
 - Fall-Winter

- Winter-Spring
- Spring-Fall (current year & next year)
- Fall-Winter-Spring; or any consecutive combination crossing two consecutive academic years
- If the individual is only teaching for one quarter, DO NOT include the benefits information.
- If the individual is teaching for two or more consecutive quarters in the academic year, INCLUDE the benefits information.
- If you don't know if the individual is teaching more than one quarter, DO NOT include the benefits information. WHEN IN DOUBT, LEAVE IT OUT.