

ACADEMIC DATA SHEET GUIDELINES FOR TERM ADJUNCT APPOINTMENTS

If you do not have access to look up job data, please contact **Kelly Green ext. 77168 kelly.green@queensu.ca or **Heather Duguay ext. 77407** heather.duguay@queensu.ca*

TYPE:

New Hire: If person is brand new to Queen's ** **NEVER EVER HAD ANY TYPE OF QUEENS ID #**
Rehire/Existing Hire: If the person has ever been a student or employee of Queen's (any sort of Queen's ID #) **
Effective Date: Date that appointment or change is to start
Faculty of Health Science: ALWAYS check 'no' **
Leave: ALWAYS check 'no' **
Term Adj (Q04) Apt.: ALWAYS check 'YES' **

(if these are not checked appropriately the Data Sheet will not filter properly)**

JOB INFORMATION:

Faculty: 'Arts and Science'
School: Leave Blank
Empl Rcd: 'New' or previous Rcd Number if person held a term adjunct position for your department previously
Dept/Division Name: Department name
Dept/Division (#): Department number
Appointment (Job) Start Date: Date that appointment will start
Appointment (Job) End Date: Date that appointment will end
End job automatically: 'Yes'
Union Code: 'QUFA'
Position: Is no longer needed – please put N/A
Position Type: leave blank
Employee Class: 'Term Adjunct/Q04'
Job Code: Lecturer 10011, Assistant Professor 10006, Associate Professor 10007, Professor 10008 or Professor Emeritus 10009 (whatever is appropriate)
Rank: Lecturer, Assistant Professor, Associate Professor, Professor or Professor Emeritus (whatever is appropriate)
Appointment Type: 'Term'
Reg/Temp: 'Temp'
Full/Part Time: Part Time
FTE: Please see attached sheet on how to calculate ***
Std. Weekly Hours: Please see attached sheet how to calculate
Appt % Responsibility: Leave blank
Joint: Leave blank
Appointment Title: Please put Reports to: and the Department Head/Director/Chairs position number

TERM ADJUNCT APPOINTMENT:

Term Adjunct Appointment Type: Pick from drop down which applies (with/without benefits, commuting or not)
General RoR: only tick is they have an established GRoR
GRoR Teaching Load: only fill in if they have an established GRoR teaching load
Years of Teaching Experience: If new, 0, if taught before add 1 to the previous number (*Teaching Fellow years of experience count as teaching at Queen's*)

TERM ADJUNCT FUNDING ALLOCATION TABLE:

Funding Start Date: Date of pay starting
Funding End Date: Date pay is ending
Combo Code: Combo codes can be found in PS under Workforce Administration→Job Information→Vaild Combo Code
Earnings Code: 'REG'
Monthly Salary: Total Stipend to be paid divided by the amount of months being paid

Monthly Hours for EI Purposes: Total course hours divided by teaching months.

Examples 232 hours (3 units or 0.5) divided by 4 months (January to April) = 58 EI hours

464 hours (6 units or 1) divided by 8 months (September to April) = 58 EI hours

TERM ADJUNCT APPOINTMENT RESPONSIBILITIES:

Course Prefix: Prefix of course being taught

Course Number: Number of course being taught

Section: Section number, if there is one

Course/Term Session: Term that the course is being taught

Course Credit Weight: Total course weight (not just what is being taught) not in Units for example 1.0 not 6 units

Enrolment more than 100: If there will be greater than 100 students in this course

Instructors' % Responsibility: The % that this person will be responsible for teaching

Stipend Minimum: If they are being paid according to the CA pay grid or if they are being paid higher

Actual Stipend: The amount being paid to teach this course

Specific RoR: If this course is a SRoR for this person

Additional Duties specified in the letter of appointment: What additional duties this person is doing, if none, leave blank

Additional Duties Stipend: How much is being paid for just the additional duties

COMMENTS:

Please add any additional information regarding this Term Adjunct Appointment. (Example: Short Work Break)

*****How to calculate FTE:**

PS calculates FTE based on a standard 35 hour week

35 hours = 1.0 FTE (1.0 FTE is the highest you can have)

Half credit courses = 232 hours per course

Full credit courses = 464 hours per course

In order to determine the FTE for an appointment you need to calculate the standard weekly hours. To do this you take the total number of hours associated with the workload and divide them by the number of weeks in the appointment period. This value is divided by the standard 35 hours a week. Please see some examples below:

- 1 month (4 week) appointment for a half credit course= 232 hours/ 4 weeks = 58
 $58/35 = 1.642857$ (If greater than 1 just enter 1 as the FTE, 1 is the maximum.)
- 2 month (8 week) appointment for a half credit course = 232 hours/8 weeks= 29
 $29/35 = .828571$ FTE
- 4 month (16 week) appointment for a half credit course= 232/16 weeks= 14.5
 $14.5/35 = .414285$ FTE
- 8 month (32 week) appointment for one and a half credit course= 696/32 weeks= 21.75
 $21.75/35 = .621428$ FTE
- 8 month (32 week) appointment for 2 full credit courses = 928/32 weeks= 29
 $29/35 = .828571$ FTE

I hope that you will find this 'cheat sheet' helpful. If you have any questions, please do not hesitate to contact us.

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