Faculty Load and Compensation

Course Roll performed by Registrar's Office.

All FF, TT, RT appointments rolled forward.

Course Audit Reports review by Academic Unit.

Section Change Requests

- For sections where changes are required, remove any existing assigned Instructor.
- Send request to Registrar's Office for processing.

NEW

Instructor Changes

- Processed by the Academic Unit.
- Ensure all faculty and teaching terms are assigned to the correct courses for the given term.

Instructor names should be populated prior to start of student registration

Instructor Assignments – changes made by Academic Unit

(SIAASGN)

To remove an instructor:

Ensure TCH field is "U", then "Record Remove" and "save".

1. **Remove any existing instructor assignments that have changed** (see above).
2. **Add new instructor assignments:**

- Enter the applicable CRN to assign to the Instructor.
- Select the appropriate Contract Type (FF/TT/PC/ET/etc.).

FF – Full Time Faculty

TT/RT – Teaching Terms

Load tracking

Unit Run SWRSSSR Confirm all courses have correct Instructors

Unit update load on SIAASGN for teaching equivalency courses

ET – Extra Teaching

PC – Per Course

For payroll

Ensure all PC and ET assignments have assigned Position#-Suffix on SIAASGN.

Cheryl

PEPFLAC PROCESS

Employee Self-Service (my.mun.ca) Academic Unit

- Unit review compensation packages for accuracy, and
- Initiate Approval.

Banner Workflow (Link sent via email) Banner INB credentials

ET – receive Email.
PC – Initiator in Academic Unit must complete LUMUN Questionnaire.

Approvals must be complete two weeks prior to first pay period of semester

APPROVAL PROCESS

Unit monitor FLAC to confirm LOCKED status.

Cheryl

PEPFCAP PROCESS

Unit Advise HR of any Instructor changes