



## Process Name • Part-Time Faculty Occasional Compensation

### Overview of the Part-Time Faculty Occasional Compensation Process

**Purpose:** To allow occasional compensation for part-time faculty's participation in meetings (such as Faculty Senate or SAAC), other assignments as requested by the Dean of the school and approved by the Vice President for Academic Affairs, and school wide events (such as Convocation or Faculty Focus Day).

**CNM Way Expert:** Vice President for Academic Affairs

**Functional Units Involved:** Vice President for Academic Affairs (VPAA), Deans, Part-Time Faculty, Academic Technical Assistants (payroll responsibility)

**Beginning of Process:** Request approval from VPAA for part-time faculty to participate in an instruction project unless it is a pre-approved school wide event.

**End of Process:** Part-time faculty is paid for participation.

#### **Process:**

- Request approval from the Vice President for Academic Affairs for part-time faculty participation in an instructional project unless it is a pre-approved school wide event
- Request must be in writing (an email will suffice)
- Request must state the participant's name, project, and project duration
- Approval must be obtained in advance of participation
- Work must meet the definition of an instructional project (a project deemed by the Vice President for Academic Affairs to promote CNM's Strategic Direction - Student Success, Community Success, and Organizational Excellence and Innovation)
- The Academic Affairs Sign-In Sheet must acknowledge participation
  - o The Sign-In Sheet is located on the CNM Academic Affairs Key Processes webpage
  - o Part-time Faculty will fill in the following categories on the sign in sheet: "Printed Name, School, Signature, Time In and Time Out."
  - o After the meeting, the Committee Chair scans and forwards the Sign-In Sheet with signatures to the VPAA Executive Assistant
  - o VPAA Executive Assistant will obtain VPAA signature and forward to the appropriate school Academic Technical Assistant in charge of payroll

#### **School Payroll Process:**

- The Academic Technical Assistant in charge of payroll will:
  - o Complete the "Total Time" column
  - o Compute total time and enter on the sign in sheet

- Create a paper timesheet for the part-time faculty
- Obtain part-time faculty and supervisor signatures on time sheet
- Turn timesheet in to school designated payroll representative with the sign-in sheet

**Signature Collection:**

Vice President for Academic Affairs approval

Part-time faculty and supervisor signatures on time sheet

**Form Distribution:**

Request (email)

AA Sign-In Sheet

**Activity Tracked/Results:** Part-Time Faculty participation in instructional projects and/or pre-approved school wide events.

**Last Reviewed/Improvements made:** Updated format.