

5 ~~10~~ EASY STEPS TO...

Complete the Faculty Service Report

- PLEASE NOTE:**
- *As per the settlement agreement: “Full-time faculty assigned to cover class sessions will be paid after the first class session and for all class time in excess of two teaching contact hours in the first class session in any semester.”*

Effectively, this means that Full-Time faculty are required to perform up to the first two (2) hours of substitute service for no payment as part of their service to the college.

- *Full-Time faculty who are using New Faculty/Professional Development hours are not eligible to perform sub-service during that same semester.*
- *Adjunct Faculty who are working the maximum load (nine (9) teaching hours, plus one (1) Office/Professional hour) are not eligible to perform sub-service during that same semester.*

1. Complete the Department Information
 - a. DEPARTMENT: your academic department
 - b. SUBMITTED BY: the name of the person who has completed the report and/or the name of the person to contact with any questions regarding the report
 - c. DATE: the date and time will automatically update; no action is needed
 - d. PERIOD: select the appropriate period from the drop down list
2. If there were zero (0) absences or substitute service work to report:
 - a. select “none” from the drop down list
 - b. skip to step 4
3. If you have absences or sub-service work to report complete one line per class meeting.
 - a. CLASS INFORMATION
 - i. COURSE: the Course Code for the class (ARCH 1121, NUR 2110, ENG 3407, etc.)
 - ii. SECTION: the Section number for the class (D530, E460, PT66)
 - iii. HOURS: the number of workload hours for the missed or cancelled class. NOTE: this number may be less than the total workload hours if the class meets multiple time during the week. For example, a six (6) hour course which meets twice a week would be three (3) hours per meeting.
 - iv. DAY OF WEEK
 - v. DATE OF ABSENCE
 - vi. CLASS CANCELLED?: select YES or NO
 - b. ABSENT PERSONNEL
 - i. LAST NAME, FIRST NAME: enter the LEGAL last and first name of the assigned, absent faculty member
 - ii. ASSIGNMENT TYPE: please select the correct choice from the drop down menu:
 1. ADJUNCT FACULTY: select this if the absent faculty member is an adjunct faculty member

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2. F/T REGULAR COMPENSATION: select this if the section is part of the faculty member's full-time teaching load
3. F/T EXTRA COMPENSATION: select this if the section is part of the faculty member's extra compensation load
- iii. REASON: select the appropriate reason for the absence:
 1. COLLEGE BUSINESS: departments must include documentation
 2. EMERGENCY CLOSING: for use only if the college is closed by the administration
 3. ILLNESS: "sick day"
 4. JURY DUTY: departments must include documentation
 5. MILITARY SERVICE: departments must include documentation
 6. PERSONAL EMERGENCY
 7. RELIGIOUS OBSERVANCE
 8. TERMINATION: for use if the semester contract has been terminated
 9. UNASSIGNED: for use if an instructor has not been assigned to the class or section
- c. SUBSTITUTE PERSONNEL
 - i. LAST NAME, FIRST NAME: enter the LEGAL last and first name of the assigned, absent faculty member
 - ii. TITLE: please select the correct choice from the drop down menu
 - iii. PAYMENT HOURS: the number of workload hours that the substitute personnel will be paid. NOTE: This may not be the same as the "HOURS" from "CLASS INFORMATION" for various reasons. A substitute instructor may only cover part of a class section or a full-time faculty may be performing his/her two (2) hours of unpaid service.
4. Once all absences and substitute service payments have been entered on the report, the Department Chair or Chair Designee must sign the report.
 - a. Select (double click) the signature box at the top of the page
 - b. Enter your name in the pop-up window
 - c. Select "Sign"
5. Submit the completed, signed report to your Dean's Office for review and processing.