



**Calendar for Part-Time Faculty (“Adjunct Faculty”) Contracts
Winston-Salem State University**

Summer and Fall 2022

| Contracts for Summer Term I | | | |
|------------------------------------|------------------------------|------------------------------------|-------------------------------------|
| Date for Course Assignments | Person(s) Responsible | Dates to Complete Contracts | Group/Department Responsible |
| April 8 | Department Chairs | April 29 | Faculty Affairs |

| Contracts for Summer Term II | | | |
|-------------------------------------|------------------------------|------------------------------------|-------------------------------------|
| Date for Course Assignments | Person(s) Responsible | Dates to Complete Contracts | Group/Department Responsible |
| April 8 | Department Chairs | June 24 | Faculty Affairs |

| Contracts for Fall Term | | | |
|------------------------------------|------------------------------|------------------------------------|-------------------------------------|
| Date for Course Assignments | Person(s) Responsible | Dates to Complete Contracts | Group/Department Responsible |
| May 27 | Department Chairs | August 8 | Faculty Affairs |

Notes:

Summer I classes begin – May 18, 2022

Summer II classes begin - June 27, 2022

Fall classes begin - August 22, 2022

Summer I and II 2022

| Required Processes | Group/Department Responsible | Due Date |
|---|------------------------------|---------------------|
| Update and submit Adjunct position descriptions in People Admin if needed for posting (Position Modification) | Department Chairs | February 24 |
| Positions Posted | Faculty Affairs | March 1 |
| Begin review and interview applicants | Search Committee | March 15 |
| Select candidates, collect 3 letters of recommendation and official transcripts for each adjunct's hiring packet | Department Chairs | March 18 |
| Complete setup spreadsheet, and forward hiring packets to Faculty Affairs | Department Chairs | March 23 |
| Banner Setup, Create Banner accounts, Complete FLAC setup, Generate/Update email accounts | Faculty Affairs | April 4 |
| Course Assignments in Banner SSASECT and SIAASGN and Hiring Proposals or submit (Position Modification) in People Admin | Department Chairs | April 8 |
| Extract faculty assignments into SSB | Faculty Affairs | April 12 |
| Review, and approve records | Department Chairs | April 15 |
| Review and lock records | Summer School/Registrar | April 22 |
| Review locked records, approve hiring proposals, send assignments to faculty to acknowledge | Faculty Affairs | April 25 (Summer I) |
| | | June 17 (Summer II) |
| Review faculty assignments for accepted or unaccepted assignments, follow-up as necessary | Faculty Affairs | April 28 (Summer I) |
| | | June 22 (Summer II) |

Fall 2022

| Contracts for Fall Term | | |
|--|------------------------------|-----------------|
| Required Processes | Group/Department Responsible | Due Date |
| Update and submit Adjunct position descriptions in People Admin (Position Modification) to hire adjunct faculty for next academic year | Department Chairs | February 24 |
| Positions Posted | Faculty Affairs | March 4 |
| Review and interview applicants | Search Committee | April 8 |
| Select candidates, collect 3 letters of recommendation and official transcripts for each adjunct's hiring packet and complete FLAC Setup Spreadsheet | Department Chairs | April 29 |
| Forward FLAC setup spreadsheet, and hiring packets to Faculty Affairs | Department Chairs | May 2 |
| Banner Setup, Create Banner accounts, Complete FLAC setup, Generate/Update email accounts | Faculty Affairs | May 16 |
| Course Assignments in Banner SSASECT and SIAASGN and Hiring Proposals in People Admin | Department Chairs | May 27 |
| Fall Term Course Assignments Complete | Department Chairs | May 31 |
| Extract faculty assignments into SSB | Faculty Affairs | July 1 |
| Review, and lock records | Department Chairs | July 8 |
| Review locked records, approve hiring proposals, send assignments to faculty to acknowledge | Faculty Affairs | July 22 |
| Review faculty assignments for accepted or unaccepted assignments, follow-up as necessary | Faculty Affairs | July 27 |
| Fall Term Faculty Contracts Complete | Faculty Affairs | August 8 |