



## 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, other assignments as requested by the Dean of the school and approved by the Vice President for Academic Affairs.

**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 pre-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 – approval is for one term only - the Vice President for Academic Affairs for part-time faculty participation in approved meetings.
- 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 approved meeting (a meeting 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 verify pre-approval 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
  - o Create a paper timesheet for the part-time faculty
  - o 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.