

FY12 Pay Schedule for Adjunct Faculty

Effective FY11, Adjunct faculty are placed upon hire. Employment paperwork for new hires and rehires is due to Human Resources about three weeks prior to the first month of work to allow time for placement.

Pay Date	Information to HR and/or approved course assignments date	New hire/Rehire submission date
September 30	September 12	August 17
October 31	October 12	September 9
November 30	November 8	October 3
December 12	November 23	October 14
January 31	January 19	December 2
February 29	February 10	January 6
March 30	March 9	February 3
April 30	April 13	March 9
May 31	May 11	April 6
June 29	June 13	May 4
July 31	July 13	June 8
August 31	August 13	July 6

Adjunct Faculty Agreements for the regular fall semester are paid in four equal payments.

Adjunct Faculty Agreements for the regular spring semester are paid in five equal payments.

Adjunct Faculty Agreements for summer session I and II are paid in two equal payments each.

Adjunct Faculty Agreements for the 9-week summer session are paid in two equal payments.

Adjunct Faculty Agreements for the 11-week summer session are paid in three equal payments.

Note: Payroll documentation received after the scheduled dates will be processed for payment on the next appropriate payroll.