



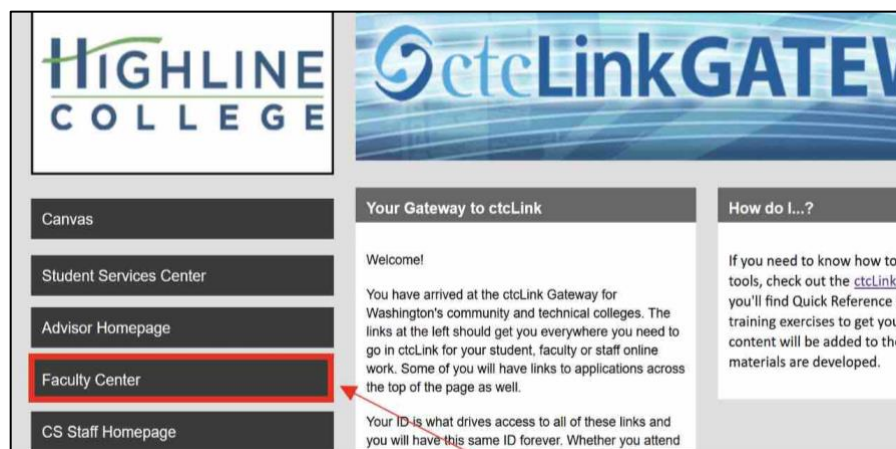
How to View and Accept Faculty Contracts

Contracts for adjunct and moonlight positions, as well as faculty stipends, will no longer be printed and mailed to instructors. (Full-time faculty contracts will continue to be mailed.) This guide will show you how to view and accept or rescind your contract(s) in ctcLink. First, a couple of tips:

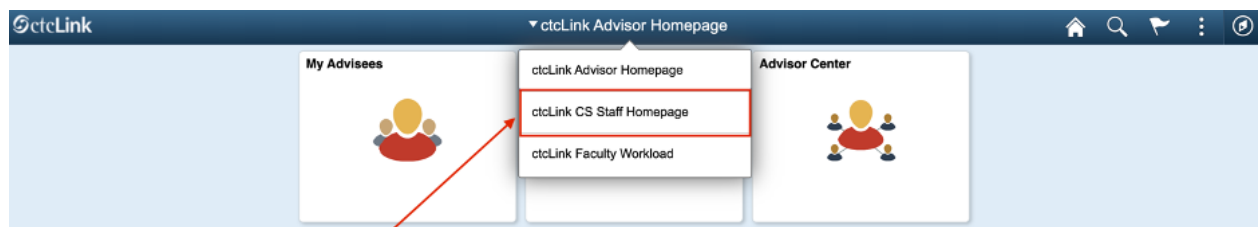
- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in drop-down menus will depend on your role at the college.
- The [Highline ITS Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

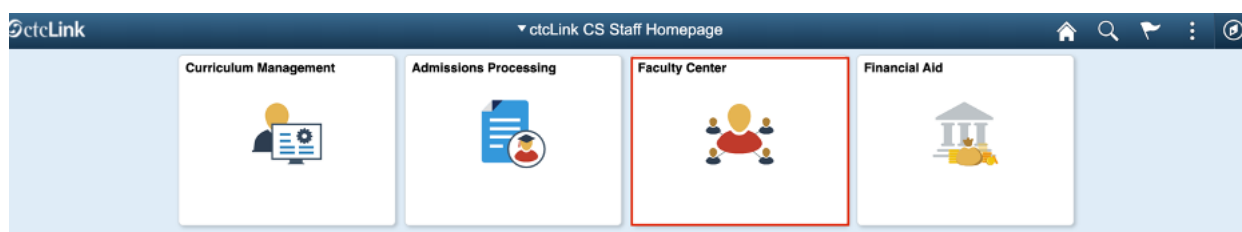
1. Once you have logged in to [ctcLink](#), click **Faculty Center** in the left panel. If you don't have that option, click **CS Staff Homepage**.



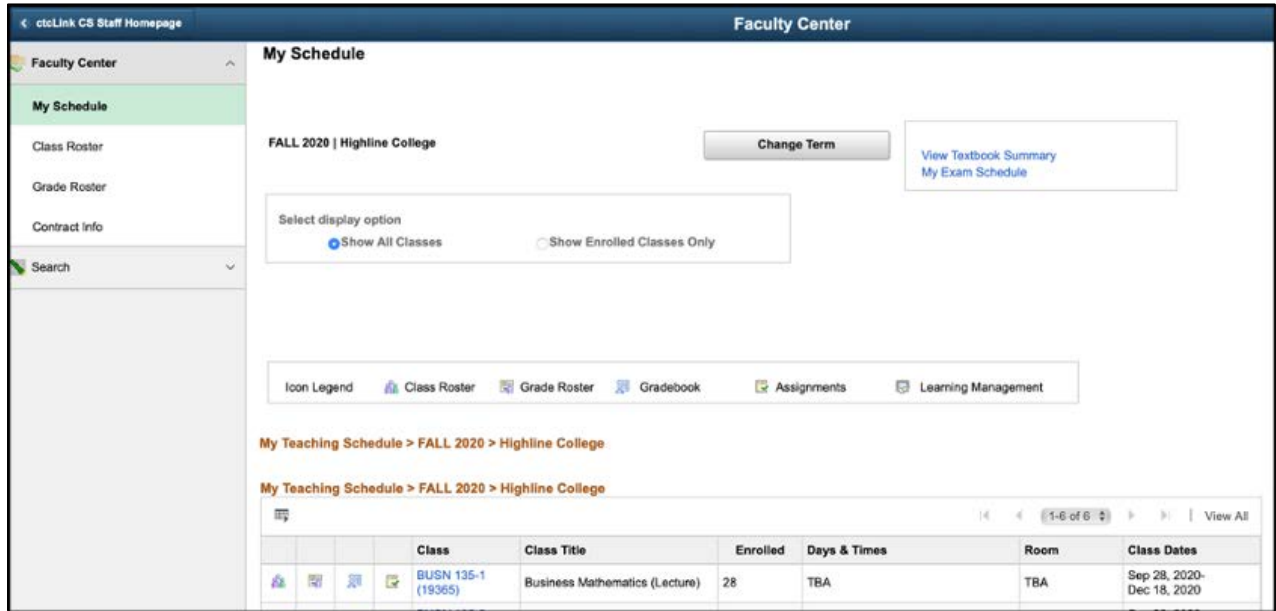
2. If you are already logged in to ctcLink and the **Faculty Center** tile is not showing, you can find it by going to the **CS Staff Homepage** using the drop-down menu.



3. Click the **Faculty Center** tile.



4. **Faculty Center** will display. You now have access to all the information for your role as faculty.

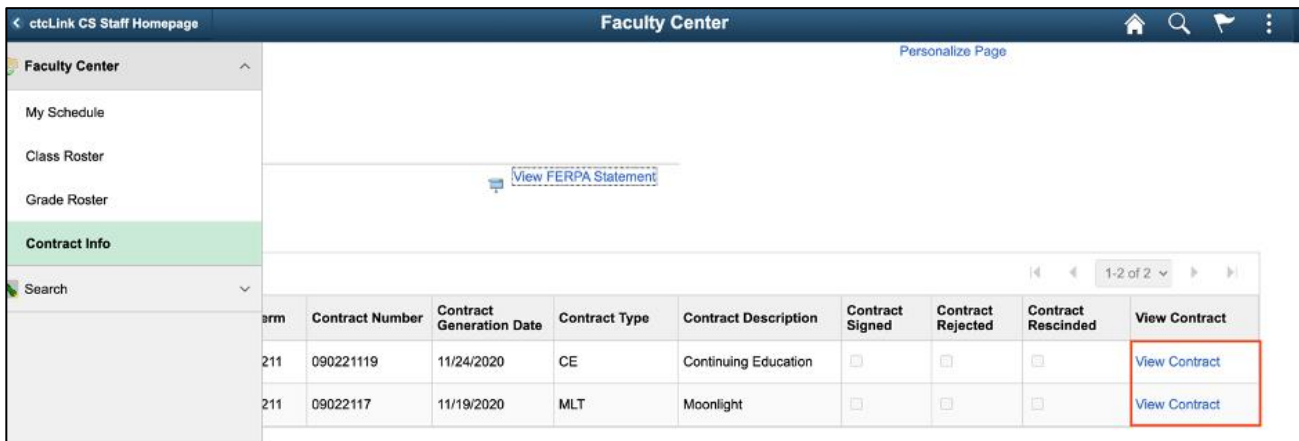


5. In the left panel, click **Contract Info**.



6. On this page, you should see all of your contracts, listed by **Contract Type**, for the quarter. These would include **ADJ** (Adjunct), **CE** (Continuing Education) and **MLT** (Moonlight). Scroll to the end of the row to see **View Contract** links.

7. Click on a link to view your contract.



8. Your contract will display.
9. Review your contract for accuracy. You should verify the classes you are teaching, know the pay column you are in and verify the contract amount. Contact HR if you need to look up your current column. See an example of part-time faculty pay schedules and columns in step 10.

New Window | Help | Personalize Page

Contract Information

Empl ID:	██████████	Contract Type:	MLT Moonlight
Academic Institution:	WA090 Highline College	Contract Number:	09022117
Term:	2211 WINTER 2021	Contract Generation Date:	11/19/2020
Address:	2400 South 240th Street Des Moines WA 98198-2714	Contract Begin Date:	01/11/2021
		Contract End Date:	03/26/2021

Classes

Class Nbr	Subject	Catalog Nbr	Course Title	Hours	Rate	Meeting Pattern	Start Date	End Date
10004	BUSN	270	Principles of Mgmt/Supervision	0.00	-	ARR	01/11/2021	03/26/2021

Comment

Total Contract Amount:	4802.00	Contracted Hours:	33.333
Number Of Payments:	6	FTE %:	

Payment Information

Payment Date	Pay Amount
01/25/2021	\$800.33
02/10/2021	\$800.33
02/25/2021	\$800.33
03/10/2021	\$800.33
03/25/2021	\$800.33
04/09/2021	\$800.35

Disclaimer

This Moonlight Appointment Letter offers you reasonable assurance of employment at the Highline College for the period detailed above. This represents a good faith belief by the College that will employ you under the same terms and conditions of the prior quarter appointment, if any.

Class assignments may be changed. In the event of a class change due to cancellation or reassignment, the College will make a good faith effort to assign another class.

Employment as a part-time academic employee may be cancelled due to low enrollment. In the event of appointment cancellation, the part-time academic employee will be eligible for payment for any completed educational service assigned and authorized by the appointing authority and performed prior to the cancellation of the assigned appointment. Employment as a part-time academic employee is not applicable toward tenure or seniority, and notice of non-renewal of appointment or assignment for any period of service shall not be required.

Reminder: if at any time you are unable to accept an assignment or perform the duties and expectations of your assignment, immediately notify your division chair.

10. Here is an example of part-time faculty pay schedules and columns. Contact HR if you need to look up your current column.

1B. Part-time Faculty Pay Schedule 2020-21 (Winter Qtr 2021 includes cost of living adjustment)

Effective Date	5 Credit Lecture Salary Base			Salary Base w/50% Parity			2 Credit Lab Pay Scale		
	Col. 1	Col. 2	Col. 3	Col. 1	Col. 2	Col. 3	Col. 1	Col. 2	Col. 3
Fall Qtr 2020	3018	3126	3235	4527	4689	4852	2535	2626	2717
Winter Qtr 2021	3103	3214	3325	4654	4820	4988	2606	2699	2793

2B. Part-time Nursing Faculty Pay Schedule 2020-21* (Winter Qtr 2021 includes cost of living adjustment)

Effective Date	5 Credit Lecture Salary Base			Salary Base w/50% Parity			2 Credit Lab Pay Scale		
	Col. 1	Col. 2	Col. 3	Col. 1	Col. 2	Col. 3	Col. 1	Col. 2	Col. 3
Fall Qtr 2020	4212	4363	4515	6318	6545	6773	3538	3665	3793
Winter Qtr 2021	4330	4486	4642	6495	6728	6963	3637	3768	3899

*This salary schedule effective through 6/30/21. Continuation contingent on legislative funding.

- For adjunct faculty, you will need to answer the questions in the **Acceptance of Employment** section at the bottom of your contract. These questions replace the ones on the colored paper insert that used to accompany your mailed contract and helps HR determine your benefits.
- When you have finished reviewing your contract, enter your initials in the **Initials** field and click **Accept** or **Reject** to finish. You would only reject if the information is incorrect.

Acceptance of Employment

Adjuncts: please answer these questions

Are you currently a contributing member of the State Board's TIAA-CREF retirement plan at other Washington State higher education institution? Yes No

Are you a retiree from one of the Washington Public Employees Retirement Systems? Yes No

Date: 11/19/2020 Initials:

or, if a problem (maybe your class got cancelled or you switched sections or the column is wrong)

WL Contract Information

