

## 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 <u>Highline ITS Help Desk</u> can help if you have problems with sign-in credentials, usernames or passwords.

## Directions

 Once you have logged in to <u>ctcLink</u>, 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.

| ©ctcLink |             | ▼ ctcLink Advisor Homepage |                | Â | Q | ۲ | : | ٢ |
|----------|-------------|----------------------------|----------------|---|---|---|---|---|
|          | My Advisees | ctcLink Advisor Homepage   | Advisor Center |   |   |   |   |   |
|          |             | ctcLink CS Staff Homepage  | 4              |   |   |   |   |   |
|          | ₩           | ctcLink Faculty Workload   | <b></b>        |   |   |   |   |   |
|          |             |                            |                |   |   |   |   |   |

3. Click the Faculty Center tile.



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

| ctcLink CS Staff Homepage |   |                        |                          |                           |                               |  |  | Faculty  | Center          |                  |                               |
|---------------------------|---|------------------------|--------------------------|---------------------------|-------------------------------|--|--|----------|-----------------|------------------|-------------------------------|
| Faculty Center            | ^ | My S                   | Sche                     | dule                      |                               |  |  |          |                 |                  |                               |
| My Schedule               |   |                        |                          |                           |                               |  |  |          |                 |                  |                               |
| Class Roster              |   | FALL                   | 2020                     | Highlir                   | ne Colle                      | ge                                     |  | Chang    | e Term View     | Textbook Summary |                               |
| Grade Roster              |   |                        |                          |                           |                               |  |  |          | My E            | xam Schedule     |                               |
| Contract Info             |   | Sel                    | lect dis                 | splay op<br>Show          | ption<br>All Clas             | 505                                    | Show Enrolled Classes On                                   |          |                 |                  |                               |
| Search                    | ~ |                        |                          |                           |                               | 22                                     |  |          |                 |                  |                               |
|                           |   | loc<br>My Te:<br>My To | on Leg<br>achin<br>achin | end<br>g Scher<br>g Scher | â Cla<br>dule > I<br>dule > I | ss Roster<br>ALL 2020 ><br>FALL 2020 > | Grade Roster 🔉 Gradebook Highline College Highline College | C Ass    | ignments 🕞 Lean | ning Management  | €) ▶ ▶ [ View All             |
|                           |   |                        |                          |                           | (                             | lass                                   | Class Title  | Enrolled | Days & Times    | Room             | Class Dates                   |
|                           |   | a                      | <b>N</b>                 | R                         |                               | IUSN 135-1<br>19365)                   | Business Mathematics (Lecture)                             | 28       | тва             | тва              | Sep 28, 2020-<br>Dec 18, 2020 |

5. In the left panel, click Contract Info.

| ctcLink CS Staff Homepage | Faculty Center  | 🏫 Q 🏲 🗄 Ø                                |
|---------------------------|---|--|
| 🐺 Faculty Center 🔗        |   |  |
| My Schedule               | Faculty Center You can also change terms                                  |  |
| Class Roster              | My Schedule here  |  |
| Grade Roster              |   |  |
| Contract Info             | FALL 2020   Highline College Change Term                                  | n an |
| Search                    | My Exam Schedule  |  |
|                           | Select display option  Show All Classes  Show Enrolled Classes Only       |  |
|                           | Icon Legend 🎄 Class Roster 🕅 Grade Roster 🛒 Gradebook 📴 Assignments 🗔 Lea | aming Management                         |

- 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.

| Faculty Center ^            |     |                 |                             |                 |                      | Per                | sonalize Page        |                       |          |          |         |
|-----------------------------|-----|-----------------|-----------------------------|-----------------|----------------------|--------------------|----------------------|-----------------------|----------|----------|---------|
| My Schedule<br>Class Roster |     |                 |                             |                 |                      |                    |                      |                       |          |          |         |
| Class Roster                |     |                 |                             |                 |                      |                    |                      |                       |          |          |         |
|                             |     |                 | himut                       | EDDA Statement  |                      |                    |                      |                       |          |          |         |
| Grade Roster                |     |                 |                             | -ERPA Statement |                      |                    |                      |                       |          |          |         |
| Contract Info               | _   |                 |                             |                 |                      |                    |                      |                       |          |          |         |
| Search ~                    |     |                 |                             |                 |                      |                    |                      | € € 1-                | 2 of 2 、 |          | 91)<br> |
|                             | erm | Contract Number | Contract<br>Generation Date | Contract Type   | Contract Description | Contract<br>Signed | Contract<br>Rejected | Contract<br>Rescinded | View     | Contract |         |
|                             | 211 | 090221119       | 11/24/2020                  | CE              | Continuing Education |                    |                      |                       | View     | Contract |         |
|                             | 211 | 09022117        | 11/19/2020                  | MLT             | Moonlight            |                    |                      |                       | View     | 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.

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| Contract Ir          | nformation                 |                |                                   |                                    |                             |            |            |
|----------------------|----------------------------|----------------|-----------------------------------|------------------------------------|-----------------------------|------------|------------|
| Empl ID:<br>Academic | WA090                      | Highline       | College                           | Contract Type:<br>Contract Number: | MLT Moonlight<br>09022117   |            |            |
| Term:                | 2211                       | WINTER         | 2021                              | Contract Generation<br>Date:       | 11/19/2020                  |            |            |
| Address:             | 2400 Sout                  | h 240th Street |                                   | Contract Begin Date:               | 01/11/2021                  |            |            |
| Classes              | Des<br>Moines              | WA 98198-3     | 2714                              | Contract End Date:                 | 03/26/2021                  |            |            |
| Class Nbr            | Subject                    | Catalog Nbr    | Course Title                      | Hours                              | Meeting<br>Pattern          | Start Date | End Date   |
| 10004                | BUSN                       | 270            | Principles of<br>Mgmt/Supervision | 0.00                               | - ARR                       | 01/11/2021 | 03/26/2021 |
| Total Contrac<br>N   | ct Amount:<br>umber Of Pay | ments:         |                                   | 4802.00<br>6                       | Contracted<br>Hours: 33.333 |            |            |
| Payment Into         |                            | nount          |                                   |                                    |                             |            |            |
| 01/25/2021           | \$800.3                    | 3              |                                   |                                    |                             |            |            |
| 02/10/2021           | \$800.3                    | 3              |                                   |                                    |                             |            |            |
| 02/25/2021           | \$800.3                    | 3              |                                   |                                    |                             |            |            |
| 03/10/2021           | \$800.3                    | 3              |                                   |                                    |                             |            |            |
| 02/25/2021           | \$800.3                    | 3              |                                   |                                    |                             |            |            |
| 03/23/2021           |                            |                |                                   |                                    |                             |            |            |

## 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 parttime 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.

|                 | 5 Credit L | ecture Sa | lary Base | Salary B | ase w/50 | % Parity | 2 Credi | t Lab Pa | y Scale |
|-----------------|------------|-----------|-----------|----------|----------|----------|---------|----------|---------|
| Effective Date  | 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    |

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

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

|                  | 5 Credit L | ecture Sa   | lary Base | Salary B | ase w/50  | % Parity | 2 Credi  | t Lab Pa   | y Scale |
|------------------|------------|-------------|-----------|----------|-----------|----------|----------|------------|---------|
| Effective Date   | 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 sch | adula offo | ctive throu | ab 6/30/2 | 1 Contin | uation co | ntingent | on logie | lativo fur | odina   |

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

- **11.** 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.
- **12.** 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:<br>please answer<br>these questions  |
|---|--|
| Are you currently a contribut<br>Washington State higher ed | ting member of the State Board's TIAA-CREF retirement plan at other Ucation institution?                 |
| Are you a retiree from one of                               | f the Washington Public Employees Retirement Systems? Yes No   |
|   | Date: 11/19/2020 Initials: Accept Reject   |
| L Contract Information                                      | Return or, if a problem (maybe your class got cancelled or you switched sections or the column is wrong) |

