




FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

March 20, 2019

**MEMORANDUM**

To: Academic Deans, Department Chairs, Academic Directors, and Vice Presidents

From: Janet Kistner   
Vice President for Faculty Development and Advancement

Subject: 2019 Summer Appointment Procedures and Criteria

Your department representatives are being sent copies of this memorandum. Please ensure that they have reviewed this information.

**SUMMER APPOINTMENT DATES – 9-MONTH FACULTY**

Appointment dates for faculty members employed in the 2019 summer semester are noted below for each session. To ensure timely processing, please submit all applicable actions to the Office of Human Resources on or before the indicated due date. Even though the summer appointment dates vary from the summer class dates, please use only the appointment dates below.

**NOTE:** Most appointments may be entered into the “Enter Mass Appointments” screen by the Deans’/Directors’/Vice Presidents’ offices as outlined below. We encourage you to use Mass Appointments to enhance the efficiency of the summer appointment process.

**SESSION A (12 weeks)**

Wednesday, May 8 – Tuesday, August 6

Checks will be issued on May 24 (7 days), June 7, June 21, July 5, July 19, August 2 and August 16 (8 days).

\*ePAFs, IF NECESSARY, MUST BE SENT TO HUMAN RESOURCES BY 5/3/19.

**SESSION B (6 weeks)**

Wednesday, May 8 – Friday, June 21

Checks will be issued on May 24 (7 days), June 7, June 21, July 5, July 19 (1 day).

\*ePAFs, IF NECESSARY, MUST BE SENT TO HUMAN RESOURCES BY 5/3/19.

**SESSION C (6 weeks)**

Monday, June 24 – Tuesday, August 6

Checks will be issued on July 5 (4 days), July 19, August 2 and August 16 (8 days).

\*ePAFs, IF NECESSARY, MUST BE SENT TO HUMAN RESOURCES BY 6/14/19.

**SESSION F (8 weeks)**

Friday, May 10 – Wednesday, July 3

Checks will be issued on May 24 (7 days), June 7, June 21, July 5, July 19 (4 days)

\*ePAFs, IF NECESSARY, MUST BE SENT TO HUMAN RESOURCES BY 5/3/19.

### **SESSION LAW (8 weeks)**

Tuesday, May 7 – Monday, July 1

Checks will be issued on May 24 (9 days), June 7, June 21, July 5, July 19 (2 days)

\*ePAFs, IF NECESSARY, MUST BE SENT TO HUMAN RESOURCES BY 5/3/2019

### **VARIABLE SUMMER APPOINTMENT**

Any appointment which does not have the dates of sessions A, B, C, or F must have beginning and ending dates between May 8, 2019 and August 6, 2019.

**\*NOTE: OMNI ePAF+ must be used to re-appoint adjunct and visiting-in-lieu-of-adjunct faculty members. Original appointments will require an electronic job offer.**

### **PROCEDURES FOR SUMMER APPOINTMENTS**

With the exceptions noted below, the OMNI Mass Appointments process will produce summer salaried appointments for 9-month faculty members needing E&G, Auxiliary, and Contract and Grant appointments. Most salaried summer appointments, including Visiting appointments, should be entered into the OMNI “Enter Mass Appointments” screen by staff members in each Dean’s, Director’s or Vice President’s office. **Faculty members who are currently on paid leaves of absence (including sabbaticals) or unpaid leaves of absence will not be included in the Mass Appointment screens. Please submit a pPAF to return these faculty members from leave and appoint them for the summer.** All policies and processes relating to faculty appointments must be followed for summer appointments. Please complete the appropriate ePAF+ or pPAF for any summer appointments for these faculty members.

Any faculty member who is terminated in OMNI before summer grades are due will not have access to submit grades. A Courtesy appointment can be completed that will allow these faculty members to submit grades, or the faculty member should see the department about designating an official grade roster delegate. This individual can enter the grades for instructional staff once the instructor has finalized the grade calculations. This does not apply to continuing faculty members.

**If a faculty member’s Visa information is not current in OMNI, you will not be able to appoint the faculty member via Mass Appointments. Instead, please send the updated Visa documents and a pPAF to the Office of Human Resources to complete the summer appointment.**

### **CROSS-SCHOOL APPOINTMENTS**

For cross-school appointments, the pPAF or ePAF+ must have approval signatures from the primary OMNI department, as well as the secondary department. The signatures for each area must coincide with the OMNI department ID numbers. **Careful coordination between the two departments is required when completing cross-school appointments. The primary department is responsible for completing the appointment.**

Please contact [Angela Arend](#) in the Office of Human Resources at (850) 645-7382 if you have any questions regarding summer appointments.

### **SUMMER VISITING APPOINTMENTS**

For a faculty member who is appointed in “Visiting” status in the summer and will be filling a Regular salaried position in the fall semester:

- Please note in the “Comments” section of the OMNI Job Offer that this faculty member will be Regular status in the fall semester.
- Send a **copy** of the fall semester salaried appointment offer letter with the summer Visiting appointment paperwork to the Office of Human Resources.

For Fall Appointment Processing:

- Note in the “Comments” section of the OMNI Job Offer that this faculty member has been in “Visiting” status during the summer.
- Send the original offer letter with the other appointment paperwork for the salaried appointment to the Office of Human Resources. This will assist our office in processing salaried appointments in a timely manner. Questions should be directed to [Angela Arend](#) in the Office of Human Resources at (850) 645-7382.

### **HEALTH INSURANCE**

If a faculty member is appointed in the summer in a position that is benefits-eligible (OPS or Salaried – 0.75 FTE or above), the 60-day enrollment period begins with their first day of employment in their initial appointment. If the original appointment is benefits-eligible, then transferring to a new appointment for the fall semester does not constitute a Qualifying Status Change (QSC) event. If an eligible faculty member does not enroll during their initial 60-day enrollment period, changes cannot be made until the Open Enrollment period for coverage in 2019, unless a QSC event occurs.

### **MOVING EXPENSES**

No commitment to expend University funds for the payment of moving expenses shall be made without prior approval by the Chief Human Resources Officer. The only acceptable method of payment for Moving Expenses is through a Request for Approval to Pay Moving Expenses submitted to the Office of Human Resources. Moving Expenses may not be paid for an OPS appointment.

The Request for Approval to Pay Moving Expenses Form and the Moving Expense Liability release form are located on the Office of Human Resource’s website at <http://www.hr.fsu.edu> under “HR Forms.”

### **INSTRUCTIONS FOR ENTERING MASS APPOINTMENTS**

To access the “Enter Mass Appointments” screen in OMNI, use the following navigation: **Manager Self Service > Job and Personal Information > FSU Mass Appointments > Enter Mass Appointments**. To locate your department, search by department number, department description, or leave the fields blank for a list of all values.

Those requiring training for entering Mass Appointments should contact [Amy Walker](#) or [Sue Andres](#) in the Office of Human Resources. Additionally, a job aid is available at <http://hr.fsu.edu/PDF/publications/training/SummerAppointmentsforFaculty.pdf>.

Please review the public query entitled **FSU\_SUMMER\_FACULTY**, which lists all 9-month faculty members in your college/department/unit who have active appointments in the payroll system and are eligible for the Mass Appointments process. If a 9-month faculty member does not appear on the query list, the department must complete an ePAF+ for the appointment. Any changes to appointments, or any additional appointments for faculty members which are made after the closing date for entering Mass Appointments, must be completed by ePAF+.

ALL UNITS MUST COMPLETE ONLINE ENTRIES INTO THE 'ENTER MASS APPOINTMENTS' SCREEN NO LATER THAN APRIL 12, 2019. The following are key dates for the OMNI Mass Appointments process:

- **Monday, March 4<sup>th</sup> – Friday, April 12<sup>th</sup>:** Faculty Mass Appointments open to Department Representatives (Originator) for entry.
- **Monday, April 15<sup>th</sup> – Tuesday, April 23<sup>rd</sup>:** File sent to Sponsored Research for approval.
- **Wednesday, April 24<sup>th</sup>:** Load file in OMNI HR, close of business.
- **Friday, May 3<sup>rd</sup>:** Deadline to submit corrections via ePAF+/pPAF

Summer employment contracts can be generated for all summer appointments entered into OMNI. Instructions for printing hard copies of summer employment contracts can be found at <http://hr.fsu.edu/pdf/forms/employment/SummerFacultyContracts.pdf>. Manual summer contracts must be prepared for faculty members whose appointments are amended after the contracts are printed. Summer contract forms are available under Employment Contracts at [http://hr.fsu.edu/?page=forms/forms\\_all&letter=E](http://hr.fsu.edu/?page=forms/forms_all&letter=E).

**Do not print employment contracts until after the Mass Appointments process has been completed. Employment contracts will be ready for printing on May 17, 2019. Please send all signed original summer contracts to the Office of Human Resources by June 7, 2019.**

If you have questions regarding this process, please contact Danielle Staats in the Office of Human Resources at (850) 644-0184.

### **SUPPLEMENTAL SUMMER CRITERIA**

Available supplemental offerings funded from the University's supplemental summer allocation to colleges are intended specifically to reflect and fulfill the academic needs of students.

Supplemental funds are provided primarily to support the teaching programs of the departments and are not generally available for other activities.

The person responsible for making Annual Assignments of Responsibilities for faculty in departments or equivalent units also has the responsibility for making Supplemental Summer Assignments. As soon as practicable, the assigning authority should notify each faculty member regarding the department's plans for the supplemental summer program.

No final commitment for an appointment to be funded from the University's supplemental summer allocation shall be made until the department's final allocation is confirmed, typically in April.

Written criteria and a rotation policy for offering supplemental summer appointments in a fair and equitable manner should be developed and used by the faculty of each department/unit in accordance with University policy and the United Faculty of Florida and Board of Trustees Collective Bargaining Agreement. These guidelines should be followed when selecting faculty to be offered Supplemental Summer Appointments:

1. The decision about which courses to offer will be based on programmatic needs, student demand, and budget availability.
2. Supplemental summer appointments shall be offered equitably and as appropriate to qualified faculty members, not later than five weeks prior to the beginning of the appointment, if practicable, in accordance with written criteria.
3. A faculty member who obtains his or her own summer employment (e.g., a research grant or other award) shall not be omitted from consideration for subsequent supplemental appointments because of such employment.
4. Supplemental summer assignments shall be offered to qualified faculty members before anyone who is not a faculty member.

cc:     Angela Arend                     Christine Conley                     Michael Lake  
          Sue Andres                       Gail Friedrich                       Abigail Lejeune  
          Kim Barber                       Renisha Gibbs                       Department and College HR Representatives  
          Michael Barrett               Phaedra Harris  
          Rick Burnette                   Paul Harlacher