Short-Term Appointments

Northwestern
Prior to Submission to STA

• **Review**
  – Previous offer letter (if applicable)
  – myHR record (if applicable)
  – Expiring Appointments

• **Determine**
  – Requested salary
  – Requested title
  – Office space

• **Update**
  – Teaching Resources Sheet

• **Collect**
  – Required Materials
Workflow

• UNIT submits correspondent STA webform, with required documentation attached
• Dean’s Office (DO) reviews submitted details & addresses appointment considerations, as necessary
• DO sends letter to candidate, with UNIT on copy
• Candidate accepts
• Offer letter filed by UNIT & DO (including notes on copies – if applicable)
Documentation: Typically Required

• CV
  – Required for all appointments

• Evidence of Teaching Excellence
  – Required for all teaching appointments
  – Typically CTECs or their equivalent are used
  – In the absence of teaching evaluations, a letter from the chair *explicitly* addressing the candidate’s teaching excellence is acceptable
Less Common Documentation

• Permission to Work form
  – if hiring grad student who is on a GA’ship

• Emails discussing appointment terms
  – Not required, but often helpful

• For atypical appointment terms: Authorization &/or Justification
  – when expense authority is exceeded, or other atypical terms are requested
## Deadlines & Timelines

<table>
<thead>
<tr>
<th>Quarter of Appointment</th>
<th>Submission Deadline</th>
<th>Letter Sent by Dean's Office by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 15th</td>
<td>July 1st (new faculty) and July 15th (reappointments)</td>
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<tr>
<td>Winter</td>
<td>October 1st</td>
<td>November 1st</td>
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<tr>
<td>Spring</td>
<td>February 1st</td>
<td>March 1st</td>
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FAQs

• **How do I determine the requested title?**
  – The College’s Appointment Types can be reviewed on this [page](#).
  – If a reappointment, assess if the candidate’s previous title remains appropriate.

• **How do I determine the requested salary?**
  – Salary can be determined by your unit’s rate sheet.

• **Our candidate needs early access. How do we ensure this?**
  – Default access dates are determined as follows:
    • Year-long appointment: 9/1 through 8/31
    • Fall appointment: 9/1 through 12/31
    • Winter appointment: 1/1 through 3/31
    • Spring appointment: 4/1 through 6/30
    • Fall & winter: 9/1 through 3/31
    • Fall & spring: 9/1 through 12/31 & 4/1 through 6/30
    • Winter & spring: 1/1 through 6/30
  – If your candidate requires access outside these dates, please provide a justification in the STA comments and select the option in the STA webform to request access outside the default dates.
FAQs cont.

• **Benefits?**
  
  **Year-long appointment**
  – Six courses taught at the frequency of two per quarter is considered full-time benefits eligible
  – Three-five courses taught at the minimum frequency of one per quarter is considered part-time benefits eligible
  – Any teaching less than this is not considered benefits eligible

  **Two-quarter appointment**
  – Four courses taught at the frequency of two per quarter is considered part-time benefits eligible
  – Any teaching less than this is not considered benefits eligible

  **One-quarter appointment**
  – One-quarter appointments are not benefits eligible

• **When should I submit to the STA?**
  – You should submit to the STA once appointment details are finalized. Questions about appointment submissions should be addressed *prior* to STA submissions.
  – Please adhere to the correspondent STA deadline
  – If a deadline is missed, please submit as soon as appointment details are finalized

• **What does ‘notes on copies’ mean?**
  – Notes on copies refers to offer letters that have additional notes (typically relating to salary/funding sources) that the candidate does not receive. Notes on copies are distributed to stakeholders after candidate’s accept and should be filed alongside accepted offer letters.
Quick Notes on other STA Appointment Types

• Courtesies
  – In most cases, courtesies require departmental votes. When submitting to the DO, be sure to include: 1-the vote total (i.e. 17 yes, 0 no, 0 abstain) and 2-a list of voting faculty (i.e. John Doe, Jane Doe etc…)
  – Please be mindful of these appointments, when referencing STA deadlines

• Overloads
  – Overloads are not processed until after the quarter begins
  – Overloads are paid out over the quarter they are taught
Resources

- STA Commons Webpage
- Appointment Types Webpage
- myHR
- Teaching Resources (unit specific)
- Rate sheet (unit specific)
- Previous Offer letters (unit specific, filed within unit)
Questions?

Contact:
wcas-facultyaffairsadmin@northwestern.edu