TF Contract Process
Multi-term Contracts (Stacking)

Navigation: *CSU Temp Faculty > CSU Contract Data*

Create a New Contract for first appointment

Continuing appt? → NO → Submit Separation Form 510

ALL employees with a Fall appt must have a Spring appt or be Separated.

ALL employees must be Separated by the end of each Academic Year

YES

ADD a new row of data to create the next contract
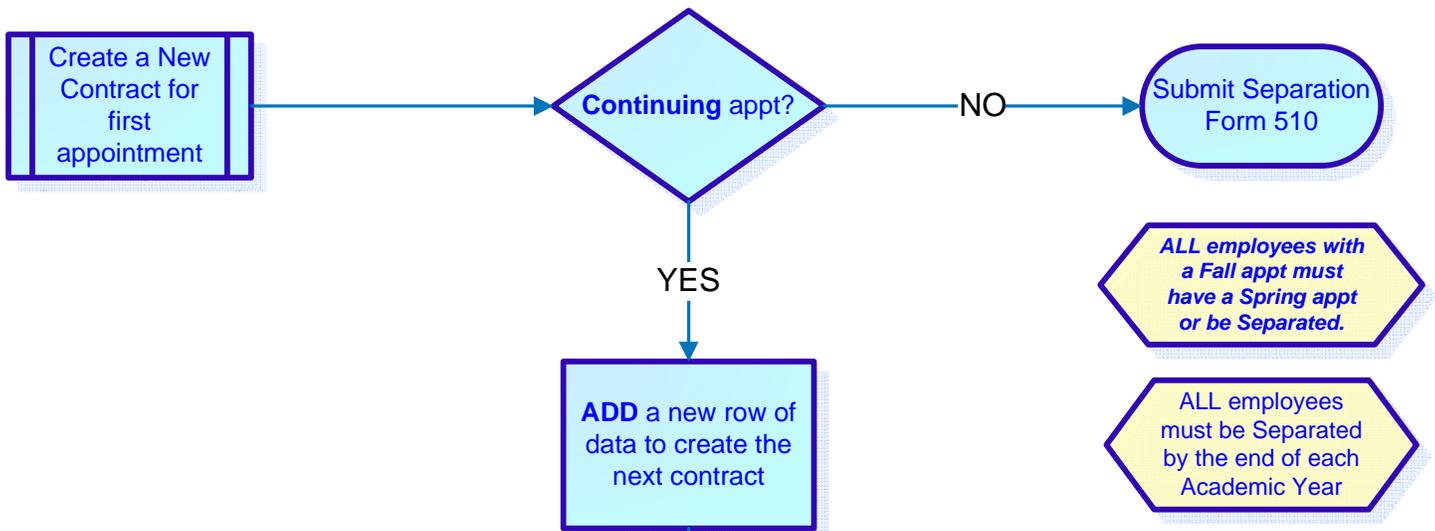
1) Navigate to CSU Contract Data;
2) Search for Contract using "Find an Existing Value";
3) **Add a row** using plus button; Data from previous contract row rolls forward.
4) **Change Effective Date to current semester**
5) Check **Contract Description:** Change for each year (e.g. ENGL 1112 CL);
6) Check **Contract Status**: Make sure the status is **Active**;
7) Change **Entitlement**, **Expected End Date, Multi-Year End Date** and **Contract Type,** as necessary;
8) **Change Term to current semester (e.g. Fall 2011 = 2114)**
9) Confirm **Comp Rate** (Current rate will default from Job Data);
10) Add comments as needed; Comments also roll forward. Delete those that no longer apply to this contract.
     Indicate **SAME TIME BASE** if the time base is the same as the Fall appt.
11) Change course assignment, if necessary;
12) On *Total* page, enter appropriate **Letter Code: NEW, REV or CNC**
13) Save contract.

Print TF Contract; Chair review and sign; original to Dean

Copy of TF Contract to employee

VERY IMPORTANT!! THIS SERVES AS THE COURSE ASSIGNMENT NOTIFICATION

Finish
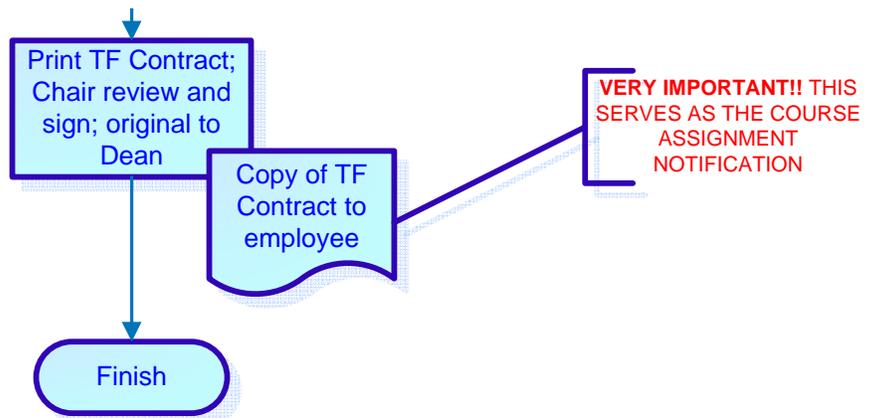
Refer to *Create a Temporary Faculty Contract Guide* and the *TF Contract Print Process Guides* for more information.