Office of the Provost
## UNIVERSITY OF HOUSTON

PageUp Faculty Offer Guide

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If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at FacultyAffairs@uh.edu or 713-743-9168.
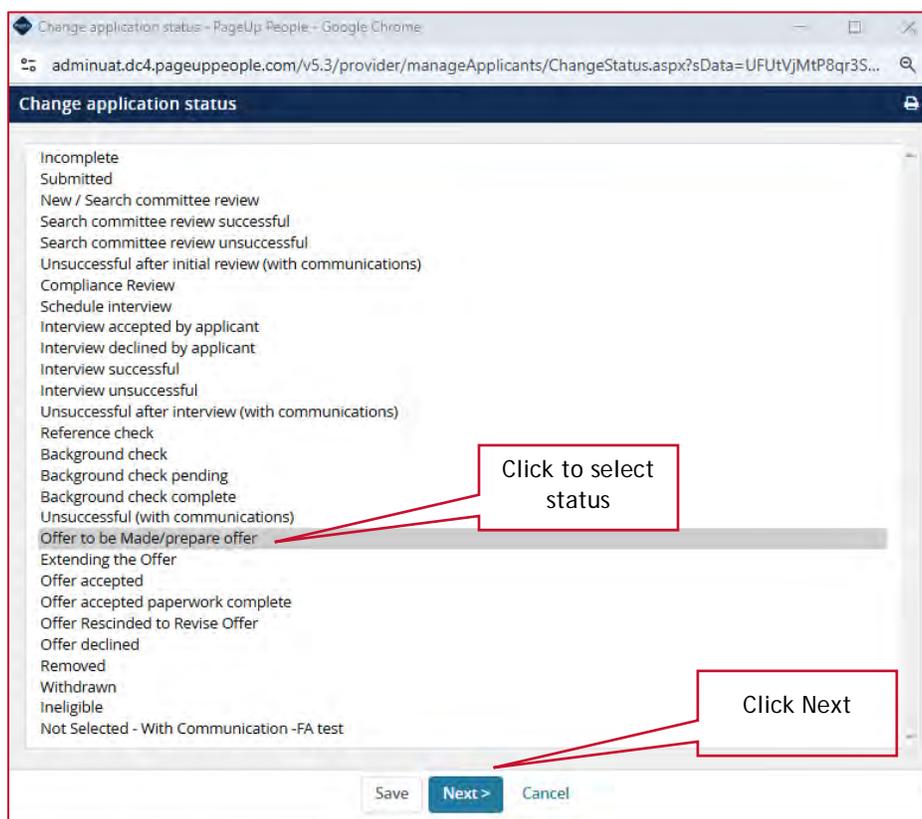
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Application Status Change- Initiate Offer

To initiate the offer, move the application to Offer to Be Made Status from the Applicant list. Click on the current application status for the selected candidate to update the status.
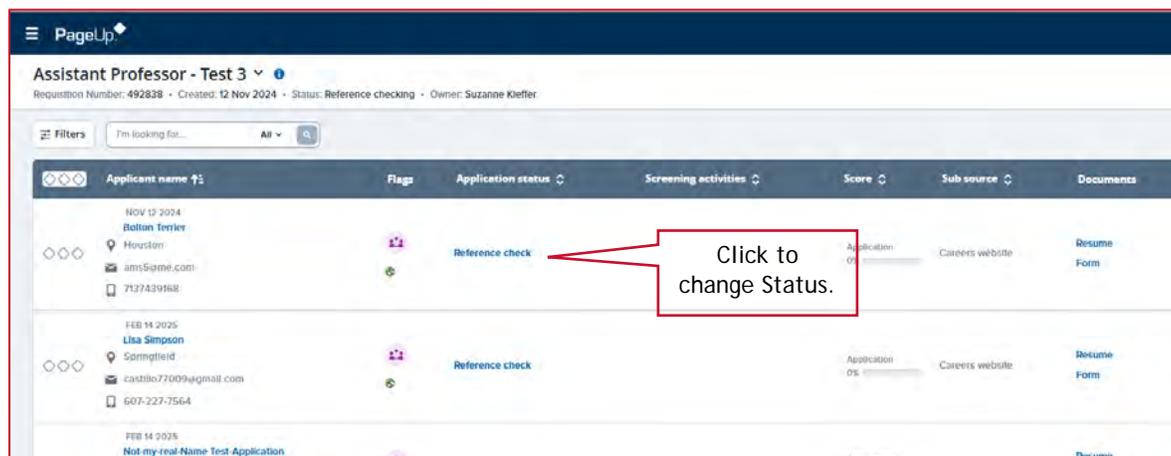
Once clicked, the Change Application Status screen will appear to select the change in status. Click on Offer to be Made and then click Next.

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The next screen will be the Communication panel. This will send a notice to Faculty Affairs (FA) (HR/Recruiter) to initiate the Background check(CHRI) and Export Control Revies.

Click Move Now button to open the offer card.

Do not change the check boxes/email notification to avoid possible delay in offer approval process.

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Offer Card

The next screen will open the offer card. This is where all the offer details are entered.

The first three sections are based on the application and the Job Requisition (personal details, current employee details and job details. No additional information will need to be added.

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The offer details section lists the recruiter, the application source and the date. There is also a list of positions that are available. If hiring more than one position, select the appropriate position. The position number can be viewed by clicking on the blue details link. Please verify that the position number and title are correct for the hire. If the position number needs to change, it can be noted in the next section under "Position Number comments." FA will update when the offer is reviewed.

New Hire Details

Items with an * are required for submitting.

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Table 1 - New Hire Details

Field	Notes
Offer Type*	Only choose faculty options • Internal hire • New hire • International
Type of Transfer*	PS Job Action for Faculty Hires • New Hire – No PS Job Data • New Hire Secondary Job – 2nd Job/Add Comp • Rehire Over a Year – Inactive in PS. • Rehire Within a Year – Inactive in PS in past year • Transfer – Active employee Promotion is not an option for Faculty
Position Title	Defaults from Job posting. Will appear in offer letter, Update to official faculty title - (Assistant Professor, Lecturer etc)
Position number comments	If the position number needs to be changed, enter the new position number & ePRF number. FA will update the job card when reviewing the offer. If offering summer salary prior to the start date, include the New Summer Assignment position number (1920 or 1921)
Primary Location	Room & Building – Pulls from Job Card - can be updated.
Start date*	Payroll Start Date See Table for academic semester dates
End date	Only required for NTT faculty. Leave blank for TT & Tenured faculty
Orientation date	Leave blank (For Staff Hires only)
Position Cost Center	From Job Card – Can update
Employee status*	Regular – Benefits Eligible Temporary – Non-Benefits
FLSA status*	From Job Card – no update
Probationary Period*	N/A – for faculty appts

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PeopleSoft Details Information

Table 2 - PS Details

Field	Notes
PeopleSoft ID	Check PS for ID
PeopleSoft Record Number	0 for all new hires
Verified PSID	Yes/No – Use Search Match in PS to confirm.
Current Salary	Leave Blank – For Staff Hires only

Pay Details

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Table 3 - Pay details

Field	Notes
Salary grade	Defaults from position number
Pay Basis	Total
FTE	For Ben Eligible – Based on Position FTE For Non-Ben Positions use Standard Hours Table
Total Term/monthly/annual salary	Use annual salary for 9, 10,11 &12 month salary. Fall/Spring Appts- Use semester total
Hourly pay rate	N/A – staff only
Justification for exception	N/A
COBRA reimbursement (Ben Eligible only)	Enter amount - Include on costing sheet. Amount will load to offer letters for Ten/TT & NTTPE
Does debt exist?	Check PS if debt exists. Must be resolved prior to offer approval.

Relocation

Table 4 - Relocation

Field	Notes
Moving Expense allowed?	Yes/No – Must comply with MAPP 02.03.07 Full time faculty only
If yes, please specify amount	Enter dollar amount(must match Costing Sheet)
Is Visa Required	Yes/No
Visa Details	Any related information such a current visa status
Relocation Comments	Any additional details such as funding approvals et

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Faculty Details

Table 5 - Faculty Details

Field	Notes
Faculty Contract term	Should match the advertised contract term. PS officer code
Officer code/pay option	Select the matching code to Faculty Contract Term i.e.: 9 month = 9 pay 9 Faculty will have option to select during Onboarding
Tenure Classification	• Non-Tenure Track Promotion eligible (Clinical, Instructional and Research Ranked faculty) • Tenure Track (Assistant, Associate Professors) • Tenured* (Associate or Full Professors) • Non-Tenure Track (all PT offers)
Third Year Review	Will be Fall of the 3rd year for Asst Professor rank. N/A for Associate Professors See Promotion & Tenure Review Schedule
Six Year Review (May 31 YY) (TT)	See Promotion & Tenure Review Schedule
Total University Startup	Total DOR/University support. Should match amount approved on costing sheet.
University start up expiration	December 31 YYYY – Match to costing sheet

*Tenured Faculty Appointments are approved through the Expedited P&T Review and require BOR approval. Tenure Packets are submitted to Faculty Affairs to initiate Tenure Review.

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Offer Notes

Table 6 - Offer Notes

Field	Notes
Additional Offer Details	This will be inserted into the merged offer letter. It should the roles and responsibilities and any university, college and department commitments such as startup, summer salary etc.
Internal Offer Notes	Any additional notes/comments needed for approval – Can be blank
Offer approval/Decline Notes	Notes from approvers including FA.
Offer Signed by:	Dean of the College
Offer expiry date	Will be added to offer letter as the date to respond to the offer.

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Onboarding

Onboarding workflow determines what additional paperwork must be complete for the job record. Choose the appropriate Onboarding for the type of faculty offer.

Table 7 - Onboarding

Field	Notes
New Hire Form	• Campus Transfer – Transfer from UHD, UHCL • Internal Hire Form – Active employee • New Hire Form – All other hires
Onboarding Workflow	• UH Adjunct • UH Faculty – Foreign National • UH Faculty – New Hire Onboarding
Reports to Manager	Supervisor - Usually Department Chair or PI
Onboarding Assistant	View all onboarding activities to make sure the candidate completes the necessary forms.
Department Contact (Offer)	Based on Job Card Requisition Template. Can update. Normally this is a member of the business staff Will receive email notification when the offer is approved.

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Offer progress

The following fields will be automatically updated by the system

Offer made date:

Offer accepted: Yes ● No

Date offer accepted:

Offer declined: ○ Yes ● No

Date offer declined:

Leave Blank

Will auto populate once the offer is extended.

Employee referrals

No one has been identified as an employee referral.

ⓘNo employee has been set as the successful referrer.

Creating the Offer Letter

Offer Letter Merge

Offer documents

ⓘDocuments attached to the offer appear in the section below.

Add document – Merge document

Select Merge Document

Document	Date	Viewed by applicant	Size	Category

Document library:

Name			Date	Size
📁 UH Central (2)				
📁 UHCL Offer Letters (0)				

A Screen will appear to ask about saving the offer. Click Ok.

adminuat.dc4.pageuppeople.com says

To perform this action the offer card must first be saved.

Do you want to save the offer card now?

OK   Cancel

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Select the offer letter that matches the terms of the offer. (Tenure classification, moving expenses, foreign national etc). Once selected, click the Merge button at the bottom of the screen.

Merge Error - Field Missing.

If information is not complete on offer grid, there will be errors on the merge. Click ignore. Any missing items can be edited in the word version.

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Document merge

Some applicant merge information is missing, which may result in the document containing errors.

Below is a list of the missing merge fields. Merge fields marked with an asterisk (*) must be updated manually. To manually correct errors in a new window click here.

Document	Missing merge information
Assistant Professor Tenure Track - Offer Letter	APPLICANTSTREET2*
	JOBDEPTPOSITION*

○ Retry   ○ Ignore

Click Ignore to create offer letter

Back   Cancel

When the merge is complete, the offer letter will appear in the Offer documents section. Click Open to download the document. Open the Word document to review the letter and complete the edits.

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The offer letters have a basic University of Houston letterhead. The letters can be updated to the college letterhead. **The letter will require edits.** Review the text of the letter to ensure all terms are included. If your college Dean has a preferred signature for letters, this can also be added.

Once the edits are complete, the offer letter will need to be uploaded to the offer documents. Upload as a Word Document. FA will convert to PDF after final review.

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Uploading Documents

Click Add Document

To upload required documents, click on the Add Document Button

On the pop up screen, select the required document from your computer, the corresponding document type (see table below) and label it.

Click Save & close when all documents have been uploaded.
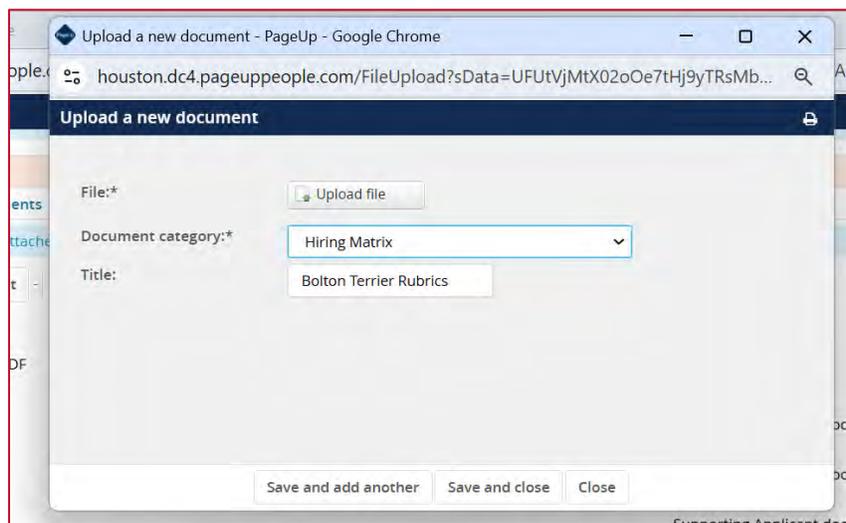
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Table 8 - Document Types

File/Document	Document Category	Notes
Offer Letter	Offer Contracts*	Word Version of offer letter.
Faculty Costing Sheet	Faculty Cost Sheet	Hiring plan positions Costing sheet must match offer letter.
Rubrics	Hiring Matrix	Required for all FT Hires and for all candidates who were interviewed. Each FT job posting has approved interview rubrics attached.
Reference Letters**	Supporting Applicant Documents	TT/Ten/NTT-PE Three letters are required.
MOU	Job Document	Required for Joint Appointments
Mentoring Plan	Job Document	PFF postings only
Degree Justifications (NTT faculty)	Job Document	https://uh.edu/provost/faculty/faculty-resources/administrators/instructor-credentials/

*Documents uploaded under Offer Contracts are viewable by the applicant once the offer is extended.

**Reference Letters only need to be uploaded if they were not collected by PageUp automated request. Can be uploaded individually or a combined PDF.

The next section is the application documents. These items were submitted by the candidate or attached to candidate's application. Reference letters collected by PageUp will also appear here.

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Application documents

Documents uploaded by the applicant are displayed in blue.

Documents belonging to a different application are marked with an asterisk (*).

Title ⬇	Size	Category	
Cover Letter *	58Kb	Supporting Applicant documents	View
research statement *	58Kb	Supporting Applicant documents	View
Teaching statement *	58Kb	Supporting Applicant documents	View

Page 1 of 1   Records 1 to 3 of 3

Offer Check

Add a check group: Select ▾   Add

Add a check type: Select ▾   Add

Approval process

Originator:*   Suzanne Kieffer   🔍 ✎

                      Email address: kieffer@uh.edu   ▾

Approval process: None ▾

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Approval Process

The originator will autopopulate based on who is creating the offer. Select the appropriate approval process for your college & the offer from the drop down menu. Each college has up to 4 approval processes to select from the drop down menu.

Table 9 - Approval Process

Type of Hire	Approval Process
Full time Faculty Hires (TT,TEN, NTT-PE, NTT)	UH Faculty – H0XXX - College
Faculty – Full Time with DOR startup funding	UH Faculty – H0XXX – College – DOR
Faculty – Part Time - NTT Non Promotion eligible, less than 1.0 FTE	UH Part Time Faculty – H0XXX - College
PFF hires	UH Faculty – H0XXX – College – PFF

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Once the approval is selected, the department chair may need to be completed. No other changes should be made to the approval process. If the approval process needs to be updated, please contact Faculty Affairs.

When you are ready to submit the offer click Save at the bottom of the offer card. If you are not ready to submit, leave the approval process blank. If the approval process is selected, once the offer is saved, it will be submitted into workflow.

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A popup will appear that confirms that the offer is being submitted into workflow. Click OK to submit or cancel to return to the offer card for additional edits.
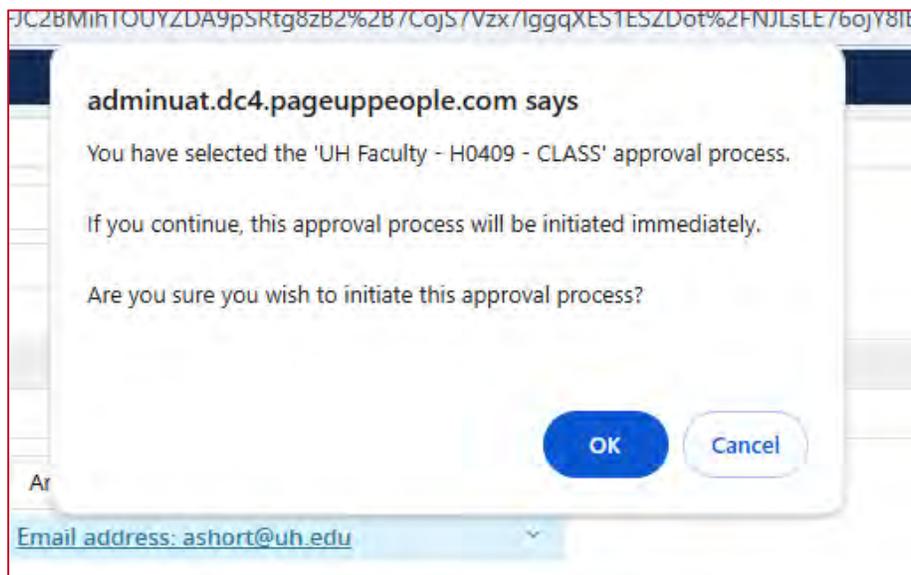
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The Approval process status can be viewed at the bottom of the offer card.

Approval process

Originator:*	Andrea Short
Approval process:	UH Faculty - H0409 - CLASS

Approval workflow initiated: Feb 28, 2025, 9:01am CST

1. Chair:	Clifford Knee ⓘ **You are here**
	Resend email to approver
2. College Review:	Martha Arenas
3. CBA:	David McMullen
4. Dean:	Daniel O'Connor
5. Finance & Administration:	Brianna Etoria
6. Faculty Affairs:	Andrea Short
7. Associate Provost:	James Briggs
8. Provost:	Diane Chase

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Navigate to the Offer

From the applicant list, click on the Applicant's Name.

The Candidate Summary page will open. You can view the application, resume, status of the application, the application history etc. Click on Offer Incomplete to open the Offer Card.

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Extending the offer

Once the offer is approved, the Department Contact on the offer will receive an email notification that the offer is approved. The department or college is responsible for extending the approved offers. . Faculty Affairs does not extend approved faculty offers.

Review Final Offer letter (PDF Version). If changes are needed, contact Faculty Affairs.

Navigate to the Offer and click on the application status to change the Application status to Extend Offer.
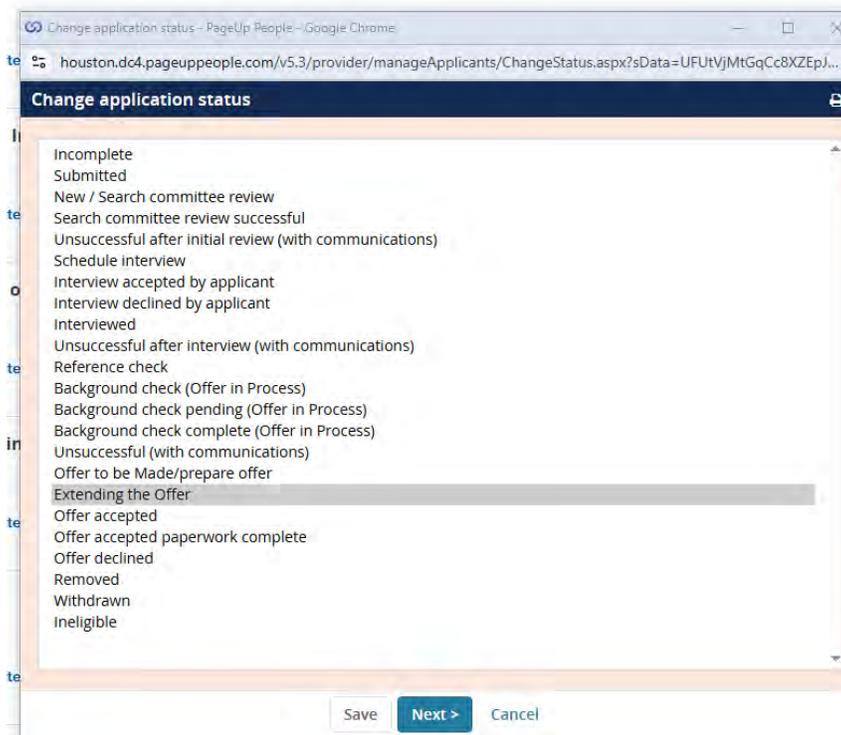
The communication screen will pop up. Click next to change the status and to initiate the notification to the candidate.

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Confirm status change - Google Chrome

houston.dc4.pageuppeople.com/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtOhet_7f40Q7w3IGb7ng7GqDLN6aehvarh9axryxMswiYpTz_hzL3hVbTNc0uDjELUifhxnJ...

Confirm status change

You are about to move **Bolton Terrier** to a different status:

From status: Offer to be Made/prepare offer
To status: Extending the Offer

ℹ Upon moving into this status, the applicant(s) will have the ability to approve or decline an employment offer for this job. On accepting the offer, the applicant will be required to complete the **New hire form** form.

Email: Applicant: ○ Yes ● No

From:* careers-noreply@uh.edu

Subject:* Formal offer for {JOBTITLE} position

Message: Merge fields

B *I* U S ≡▾ ☰▾ ☲ ☷ Formats▾ A ▾ A ▾ ∂ ⊞▾ I̲ₓ <> ⑦

Click Move now to extend

Move now   Cancel

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Restarting a denied offer

If an offer is denied/recycled for corrections, the originator will receive an email & it will appear on the dashboard. Open the offer grid from the applicant card to view, edit & resubmit.

Click on the restart button at the bottom of the offer. Then you will be able to make the required edits. Once the edits are completed, select the appropriate approval path to resubmit.

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References

Promotion & Tenure Review Schedule

Start Date	3rd Year Review (Fall Semester)	6th Year Review	Terminal Year
9/1/2018	2020	2023-2024	2024-2025
9/1/2019	2021	2024-2025	2025-2026
9/1/2020	2022	2025-2026	2026-2027
9/1/2021	2023	2026-2027	2027-2028
9/1/2022	2024	2027-2028	2028-2029
9/1/2023	2025	2028-2029	2029-2030
9/1/2024	2026	2029-2030	2030-2031
9/1/2025	2027	2030-2031	2031-2032
9/1/2026	2028	2031-2032	2032-2033
9/1/2027	2029	2032-2033	2033-2034
9/1/2028	2030	2033-2034	2034-2035
9/1/2029	2031	2034-2035	2035-2036
9/1/2030	2032	2035-2036	2036-2037

If a faculty member begins employment after the beginning of an academic year but prior to the end of the spring semester of that academic year, either the probationary period for that faculty member shall be less than seven years, or the faculty member shall serve in a non-tenure track position for the remainder of that academic year and shall then have a probationary period of seven years.

Non Tenure Promotion Eligible Review Schedule

Start Date	3rd Year Review	6th Year Review
Fall 2021	2023-2024	2026-2027
Fall 2022	2024-2025	2027-2028
Fall 2023	2025-2026	2028-2029
Fall 2024	2026-2027	2029-2030
Fall 2025	2027-2028	2030-2031
Fall 2026	2028-2029	2031-2032
Fall 2027	2029-2030	2032-2033
Fall 2028	2030-2031	2033-2034
Fall 2029	2031-2032	2034-2035
Fall 2030	2032-2033	2035-2036

If a promotion eligible NTT faculty member begins employment after the beginning of the calendar year but prior to the end of the spring semester of the academic year, the probationary period for that faculty member shall begin September 1 of the next academic year.

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Faculty Job Codes

Job Code	Job Title	Reg/Temp	Comp Freq	FLSA Stat	Empl Class	Notes
1320	Active Faculty Retiree	Temp	Monthly	Exempt	F	
1271	Adjunct Assoc Professor	Temp	Monthly	Exempt	F	Courtesy Appt only
1272	Adjunct Asst Professor	Temp	Monthly	Exempt	F	Courtesy Appt only
1261	Adjunct Faculty	Reg	Monthly	Exempt	F	
1250	Adjunct Faculty	Temp	Monthly	Exempt	F	
1260	Adjunct Faculty	Temp	Hourly	Nonexempt	F	
1270	Adjunct Professor	Temp	Monthly	Exempt	F	Courtesy Appt only
1001	Administrative Stipend	Temp	Monthly	Exempt	O	
1170	Affiliate Artist	Reg	Monthly	Exempt	F	
1160	Affiliate Artist	Temp	Monthly	Exempt	F	
1004	Assistant Dean Stipend	Temp	Monthly	Exempt	O	
1030	Assistant Professor	Reg	Monthly	Exempt	F	
1080	Assistant Professor, Instruct	Reg	Monthly	Exempt	F	
1455	Assistant Professor/Librarian	Reg	Monthly	Exempt	F	
1049	Assistant Professor/ROTC	Temp	Monthly	Exempt	F	Courtesy Appt only
1002	Assoc Dean Stipend	Temp	Monthly	Exempt	O	
1048	Assoc Professor/ROTC	Temp	Monthly	Exempt	F	Courtesy Appt only
1020	Associate Professor	Reg	Monthly	Exempt	F	
1077	Associate Professor, Instruct	Reg	Monthly	Exempt	F	
1450	Associate Professor/Librarian	Reg	Monthly	Exempt	F	
1000	Chair Stipend	Temp	Monthly	Exempt	O	
1520	Clinical Assoc Prof	Reg	Monthly	Exempt	F	
1525	Clinical Assoc Prof	Temp	Monthly	Exempt	F	
1526	Clinical Assoc Prof, Voluntary	Temp	Monthly	Exempt	F	COM only
1530	Clinical Asst Prof	Reg	Monthly	Exempt	F	
1535	Clinical Asst Prof	Temp	Monthly	Exempt	F	
1536	Clinical Asst Prof, Voluntary	Temp	Monthly	Exempt	F	COM only
1540	Clinical Instructor	Reg	Monthly	Exempt	F	
1545	Clinical Instructor	Temp	Monthly	Exempt	F	
1410	Clinical Professor	Reg	Monthly	Exempt	F	
1415	Clinical Professor	Temp	Monthly	Exempt	F	
1546	Clinical Professor, Voluntary	Temp	Monthly	Exempt	F	COM only
1041	Endowed Chair Stipend	Temp	Monthly	Exempt	O	
1005	Endowed Fellow Stipend	Temp	Monthly	Exempt	O	
1074	Endowed Professor Stipend	Temp	Monthly	Exempt	O	
1072	Instruct Assoc Professor	Temp	Monthly	Exempt	F	
1073	Instruct Asst Professor	Temp	Monthly	Exempt	F	

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Job Code	Job Title	Reg/Temp	Comp Freq	FLSA Stat	Empl Class	Notes
1075	Instructional Professor	Reg	Monthly	Exempt	F	
1079	Instructional Professor	Temp	Monthly	Exempt	F	
1040	Instructor	Reg	Monthly	Exempt	F	TT only
1003	Interim Dean Stipend	Temp	Monthly	Exempt	O	
1050	Lecturer	Reg	Monthly	Exempt	F	
1070	Lecturer	Temp	Monthly	Exempt	F	
1052	Lecturer - Part-Time	Temp	Hourly	Nonexempt	F	
1920	New Summer Appointment	Reg	Monthly	Exempt	F	Ten/TT hires
1921	New Summer Appointment	Reg	Monthly	Exempt	F	NTT hires
1010	Professor	Reg	Monthly	Exempt	F	
1560	Professor of Practice	Reg	Monthly	Exempt	F	
1565	Professor of Practice - NBE	Temp	Monthly	Exempt	F	
1047	Professor/ROTC	Temp	Monthly	Exempt	F	Courtesy Appt only
1630	Research Assistant Professor	Reg	Monthly	Exempt	F	
1291	Research Assoc Professor	Temp	Monthly	Exempt	F	
1293	Research Assoc Professor - NE	Reg	Hourly	Nonexempt	F	
1620	Research Associate Professor	Reg	Monthly	Exempt	F	
1292	Research Asst Professor	Temp	Monthly	Exempt	F	
1632	Research Asst Professor - NE	Reg	Hourly	Nonexempt	F	
1900	Research Fellow	Reg	Monthly	Exempt	F	
1610	Research Professor	Reg	Monthly	Exempt	F	
1290	Research Professor	Temp	Monthly	Exempt	F	
1612	Research Professor - Part-Time	Reg	Hourly	Nonexempt	F	
1294	Research Professor - PT	Temp	Hourly	Nonexempt	F	
1254	Research Scholar (BE)	Reg	Monthly	Exempt	F	
1258	Research Scholar (NBE)	Temp	Monthly	Exempt	F	
1974	Research Scientist	Reg	Monthly	Exempt	F	
1042	Research Scientist	Temp	Monthly	Exempt	F	
1976	Research Scientist - Part-Time	Reg	Hourly	Nonexempt	F	
1255	Scholar-in-Residence	Reg	Monthly	Exempt	F	
1259	Scholar-in-Residence	Temp	Monthly	Exempt	F	
1054	Sr Lecturer	Reg	Monthly	Exempt	F	
1071	Sr Lecturer	Temp	Monthly	Nonexempt	F	
1640	Sr Research Professor	Reg	Monthly	Exempt	F	
1045	Sr Research Professor	Temp	Monthly	Exempt	F	
1975	Sr Research Scientist	Reg	Monthly	Exempt	F	
1046	Sr Research Scientist	Temp	Monthly	Exempt	F	
1977	Sr. Research Scientist - PT	Reg	Hourly	Nonexempt	F	
1911	Summer Instr Non-Tenure Track	Temp	Monthly	Exempt	F	

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Job Code	Job Title	Reg/Temp	Comp Freq	FLSA Stat	Empl Class	Notes
1912	Summer Instruction Adjunct	Temp	Monthly	Exempt	F	
1910	Summer Instructn Tenure Track	Temp	Monthly	Exempt	F	
2090	Summer Research	Temp	Monthly	Exempt	F	
1938	Summer Teaching Overload	Temp	Monthly	Exempt	O	
1937	Summer Teaching Overload - NE	Temp	Hourly	Nonexempt	O	
1949	Teaching Overload	Temp	Monthly	Exempt	F	
1948	Teaching Overload - NE	Temp	Hourly	Nonexempt	O	
1140	Temporary Faculty	Temp	Monthly	Exempt	O	
1141	Temporary Faculty - Part-Time	Temp	Hourly	Nonexempt	O	
1730	Visiting Assistant Professor	Reg	Monthly	Exempt	F	
1281	Visiting Assoc Professor	Temp	Monthly	Exempt	F	
1720	Visiting Associate Professor	Reg	Monthly	Exempt	F	
1282	Visiting Asst Professor	Temp	Monthly	Exempt	F	
1710	Visiting Professor	Reg	Monthly	Exempt	F	
1280	Visiting Professor	Temp	Monthly	Exempt	F	
1060	Visiting Scholar	Reg	Monthly	Exempt	F	
1078	Visiting Scholar	Temp	Monthly	Exempt	F	

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Standard Hours Table

University of Houston
Standard Work hours per Week for Part-time Faculty

Fall or Spring Semester

	Semester Credit Hour Value of Courses Taught	Standard Work Hours Per week	Term FTE*	Annualized FTE**
Lecturer (Category I)	1	2.7	0.07	0.03
	2	5.3	0.13	0.05
	3	8.0	0.20	0.08
	4	10.7	0.27	0.10
	5	13.3	0.33	0.13
	6	16.0	0.40	0.15
	7	18.7	0.47	0.18
	8	21.3	0.53	0.20
	9	24.0	0.60	0.23
	10	26.7	0.67	0.25
	11	29.3	0.73	0.28
	12	32.0	0.80	0.30
Lecturer (Category II)	1	3.3	0.08	0.03
	2	6.7	0.17	0.06
	3	10.0	0.25	0.09
	4	13.3	0.33	0.13
	5	16.7	0.42	0.16
	6	20.0	0.50	0.19
	7	23.3	0.58	0.22
	8	26.7	0.67	0.25
	9	30.0	0.75	0.28
	10	33.3	0.83	0.31
	11	39.7	0.92	0.34
	12	40.0	1.00	0.38

Summer (three months)

	Semester Credit Hour Value of Courses Taught	Standard Work Hours Per week	Term FTE*	Annualized FTE**
Regular 9 Month Faculty	1	6.7	0.17	0.04
	2	13.3	0.33	0.08
	3	20.0	0.50	0.13
	4	26.7	0.67	0.17
	5	33.3	0.83	0.21
	6	40.0	1.00	0.25
Lecturer (Category I)	1	2.7	0.07	0.02
	2	5.3	0.13	0.03
	3	8.0	0.20	0.05
	4	10.7	0.27	0.07
	5	13.3	0.33	0.08
	6	16.0	0.40	0.10
Lecturer (Category II)	1	3.3	0.08	0.02
	2	6.7	0.17	0.04
	3	10.0	0.25	0.06
	4	13.3	0.33	0.08
	5	16.7	0.42	0.10
	6	20.0	0.50	0.13
Summer Research Faculty		40.0	1.00	0.25
		20.0	0.50	0.13

*Term FTE is the Full Time Equivalent which should be reported on the personnel Action Request (PAR) for the duration of the assignment. It is equal to the standard hours per week divided by forty.

**The annualized FTE is equal to the Term FTE times the duration of the assignment. The duration of the Fall or Spring semester is 4.5 months/12 months which equals 0.375. The duration of the three month summer is 3 months/12 months which equals 0.25. The Annualized FTE is the calculated amount which is reported to the State on a quarterly basis.

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Officer Code Table

Officer Codes

Annual Appointments		
Contract Term/Officer code	Last Day Worked**	ePAR term date
9 pay 9	May 31	June 1st
9 pay 12*	May 31	September 1st
10 pay 10	June 30th	July 1st
10 pay 12*	June 30th	September 1st
11 pay	July 31st	August 1st
11 pay 12*	July 31st	September 1st
12 month	August 31st	September 1st

Semester Appointments		
Contract Term/Officer code	Last Day Worked**	ePAR term date
Fall	January 15th	January 16th
Spring	May 31st	June 1st

- Mini Session
  - Appointment dates vary annually. Please contact FA.

*Pay Option form must be signed prior to the first day of class. Form is only needed if changing pay option from current selection.

** Last day worked should match Assignment End Date on reappointment agreement