College of Science and Engineering
NTT Hiring Procedures for 2019-2020 Academic Year

SEE ALSO: wwu.edu/aba site for NTT hiring instructions and forms

---

New NTT Faculty hired through PageUp

⬇

Provide college with current CV

⬇

COMPLETE Esign *Contract* and *NTT Funding Spreadsheet*

On contract:

- CHECK "No" as to whether salary is subject to change
- LIST the quarterly teaching assignments
- CHECK "Yes" for Additional Comments to expand the text box. Add:
  - "Your salary has been calculated on a 1.0 FTE base salary of $--- (or, $--- per credit/credit hour.)"
- ROUTE through Chair and CSE.esign@wwu.edu for Dean's approval
  - CSE returns to department
  - Department **locks** contract
  - ***NOTE: Do not have faculty approve contract***
- SAVE or print contract as a pdf

On NTT Funding Spreadsheet:

- ENTER W#, Name, Title.
- Under Title, ADD contract number
- SAVE the Spreadsheet by **Last Name, First Name, Department Name** (Hendrix, Jimi, Communication Studies)
- ROUTE the spreadsheet at the same time as the contract by emailing it to CSE.esign. Do NOT attach it to the contract.
- CSE will return the spreadsheet at the same time as the contract.

INITIATE "NTT Applicant Hire Action" in PageUp; follow instructions for Request an Offer for NTT hires provided by HR

- ATTACH **pdf** of NTT contract to the application for your candidate
- ATTACH NTT Funding Spreadsheet (see above)
- When candidate accepts the offer, CSE Dean's office will receive notification by automated report. No further action necessary.

Returning NTT Faculty (NOT hired through PageUp)

⬇

If there has been a change of status, ***provide college with current CV***

⬇

COMPLETE Esign *Contract*

- SELECT Contract Type [e.g. Instructor or Senior Instructor (1st year of 2-year commitment)]; Contract Approval Deadline, etc.
- CHECK "**Yes**" as to whether salary is subject to change (until further notice)
- LIST the quarterly teaching assignments with credits
  - CHECK "Yes" for Additional Comments to expand the text box and add specialized language from 4/30/19 email from Tonya.
- ROUTE through Chair and CSE.esign@wwu.edu for Dean's approval
  - CSE returns to department
  - Department sends to faculty for approval and **locks** after faculty returns contract to department.
  - Send email to Tonya letting me know the contract has been accepted and locked.

  NOTE: Do not have faculty approve contract until Chair and Dean have approved.

For fall starts:

- CSE Dean's office will complete the NTT Fall Start Spreadsheet with all appointments for the year for all returning NTT faculty.

For contracts approved after fall start:

PREPARE a PA per usual procedures and route to CSE.esign@wwu.edu.