**Faculty Assignment Contracts**

**At a Glance**

Part-time Faculty

Faculty assignment contracts (FAC’s) are documents that provide payment detail for part-time faculty. These contracts detail such things as:

* What classes and other assignments are being taught
* The dates of the assignments
* What group and level they are being paid at
* How many hours will be paid
* How much will be paid

These contracts are created by the administrative assistants in each department and are due to the payroll office by the 15th of each month.

FAC’s do not need to be to be signed by the faculty member; **however a copy will be given to the faculty member**. The faculty member should check it for accuracy and report any errors to the administrative assistant in their department.

Pay checks are issued on the last banking day of every month, unless the college is closed. i.e. Friday (Summer Schedule) in which it is then the day prior to the closed day. Pay is divided based on the dates of the assignment (noted on the FAC). Pay is divided equally over the number of pay periods that each assignment is worked in. Our pay periods are from through 20th-19th.

Example 1: If an assignment runs from January 1- January 31, half will be paid January 31 and half will be paid February 28th.

Example 2: If an assignment runs from January 21st-February 15, it will be paid in full on February 28th.

Part-time faculty can also view their FAC information through myClackamas. It is located under Faculty Information and then myStipends.

Sick/Emergency Leave – All PT faculty accrue sick/emergency leave. PT faculty members with **sufficient** sick/emergency hours must process a leave request via myClackamas. For information regarding partial day absences, please see the leave request help guide in myClackamas.