

# Appointment Length Guidelines



The Office of Academic Affairs (OAA) has worked with the The Office of the Chief Information Officer (OCIO) and Payroll to create a new appointment length for lecturers and senior lecturers. This appointment length will be available after HR9.2 reimplementation. This appointment length will allow for aligning of the workload and appointment type for lecturers and senior lecturers.

The new 8/12 appointment length is intended to be used for lecturers and senior lecturers who are teaching in autumn and spring semesters but not in summer semester (May through August). This appointment length will pay from September 1 through August 31. For this appointment length, the start date must be September 1st. Should you need to use a different start date, then work with your Payroll Analyst, prior to letter of offer or system entry, as a different appointment length will need to be used. You may hire in advance with an effective date of September 1st in order to allow these individuals access to the necessary systems to prepare for teaching. Individuals assigned to this appointment length will work eight months (September through April) with their pay spread over twelve months. Autumn semester is paid over six months and spring semester is paid over six months.

### 8/12 PAY CONVENTION

	Autumn	Spring	May	Summer
<b>Work Months</b>	September October November December	January February March April	Off Duty	June <i>Off Duty</i> July <i>Off Duty</i> August <i>Off Duty</i>

During the off period (May through August), the employee will remain active in the HR system. Should the employee receive another assignment during the off period, the payment for that assignment will need to be processed as an Additional Pay as off duty pay (ODP).

These faculty are paid in equal monthly installments for each semester worked; in essence they are paid 12 times for the worked completed in eight months. Pay is received on the last working day of the month like all monthly appointments. These faculty members do not accrue vacation but will earn sick leave as follows:

### 8 MONTH FACULTY

	0 to 300 months <i>(0 to 25 years)</i>		301+ months <i>(25+ years)</i>	
	Sick Leave	Vacation Leave	Sick Leave	Vacation Leave
Leave Accrual Factor	(.0386)	N/A	(.0386)	N/A
Annual Leave Accrual	80.0	N/A	80.0	N/A
July 2014	7.1		7.1	
August 2014	6.4		6.4	
September 2014	6.7		6.7	
October 2014	7.1		7.1	
November 2014	6.1		6.1	
December 2014	7.1		7.1	
January 2015	6.7		6.7	
February 2015	6.1		6.1	
March 2015	6.7		6.7	
April 2015	6.7		6.7	
May 2015	6.4		6.4	
June 2015	7.6		7.6	

Since the lecturers/senior lecturers will be either temporary or term faculty, the defaulted account code will be either 60071 (temporary) or 60072 (term). The defaulted account code of 60071 or 60072 will automatically exclude them from of the Annual Merit Compensation Process (AMCP) process.

Senior lecturers and lecturers may still be appointed as 9/12 as long as they are assigned work in the month of May and that it works with the unit's needs and resources.

**Any questions, please feel free to call Bobbie Houser in OAA at 614-292-3718 or [houser.73@osu.edu](mailto:houser.73@osu.edu) or your Payroll Analyst.**

