This document describes these five internal NCTA budgeting procedures:

1. Adjunct faculty budgeting process

All budget requests are to be delivered electronically to this address: NCTA-BudgetOffice@unl.edu.

ADJUNCT FACULTY BUDGETING PROCESS

1. Approval for hiring all adjunct faculty will follow this process.
2. All funds allocated to adjunct hiring will be held in a central account.
3. Adjunct contracts will include contingencies concerning enrollment. All full-time faculty with appropriate credentials will be given full teaching loads with complete section enrollment before contracts are filled with adjuncts. Consideration will also be given to submission of student learning outcomes data and course evaluation data when considering continuing contracts for adjuncts.
4. HR/Payroll needs adjunct faculty contracts 4-6 weeks in advance of semester start date, to ensure employee “onboarding” occurs timely including Blackboard/MyRed set-ups.
5. Timeline for fall semester adjuncts:
   a. Administrators submit a request for funding from this pool April 15.
   b. Budget requests are considered Associate Dean who makes recommendations to the Dean by May 1.
   c. Dean considers recommendations and makes a decision by May 7.
   d. Contracts are sent to potential adjuncts by May 15.
   e. Completed contracts are due to HR by June 15.
6. Timeline for spring semester adjuncts:
   a. Administrators submit a request for funding from this pool September 15.
   b. Budget requests are considered Associate Dean who makes recommendations to the Dean by October 1.
   c.Dean considers recommendations and makes a decision by October 15.
   d. Contracts are sent to potential adjuncts by November 1.
   e. Completed contracts are due to HR by December 15.
7. Requests can be submitted through this process outside of the scheduled due to unplanned resignations, very high course enrollment, etc.
Request for Adjunct faculty

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**Name and contact information for unit requesting funds to hire temporary employee:**

**Position and Dollars requested:**

**Justification:**

**Please explain how this request is prioritized in the strategic plan:**

**Associate Dean recommendation:**

**Final outcome:**