

## Temporary Academic Appointment Dates & Salary Calculations 2018-19

9/9 Lecturer	9/12 Lecturer      Senior	Recall	Vis Prof
Pre-6      TC: 1632	Pre-6    TC: 1630      TC: 1640	TC: 1700	Asst: 1308
Post-6    TC: 1633	Post-6   TC: 1631      TC: 1641	(Teaching)	Assoc: 1208
Temp Aug   TC: 1653	Temp Aug   TC: 1652	TC: 1702	Full: 1108
WOS      TC: 1675		(Research)	
<b>2018-19 Pay Period</b>	<b>2018-19 Pay Period</b>	<b>2018-19 Service Dates</b>	
F    10/01 - 12/31	F    07/01 - 10/31	F    09/24/18 – 12/14/18	
W    01/01 - 03/31	W    11/01 - 02/28	W    01/07/19 – 03/22/19	
S    04/01 - 06/30	S    03/01 - 06/30	S    04/01/19 – 06/14/19	

**NOTE: Lecturer appointment template now calculates % time, FTE, and CYC automatically. Formulas are provided here to illustrate the calculations.**

### Determining % of time:

One-quarter appointment:       $\frac{100 \times \text{\#IWC}}{3} = \% \text{ time}$

Two-quarter appointment:       $\frac{100 \times \text{\#IWC}}{6} = \% \text{ time}$

Three-quarter appointment:       $\frac{100 \times \text{\#IWC}}{9} = \% \text{ time}$

### Determining CYC and FTE:

**NOTE: CYC & FTE formulas as written only work if all 3 quarters are at the same %. If they are not, calculate each quarter separately and then ADD the totals together.**

**Current Year Cost (CYC)**      =       $\frac{\text{Annual Salary}}{3} \times \% \text{ time} \times \# \text{ of quarters}$

**FTE**      =       $\frac{\% \text{ time}}{3} \times \# \text{ of quarters}$

### # of copies to submit for temporary appointments:

Department re/appointment template:\*      original + 1 copy  
 Academic Biography Form with CV:      original + 1 copy (at initial appointment only)  
 ESCIs & Teaching evaluations (if available):      one set

\*for **Associates:**      (TC 1506)

Department appointment template:      original only  
 Academic Biography Form & CV:      original + 1 copy  
 ESCIs & Teaching evaluations:      one set