

Associate Faculty Contract/Timecard FAQ

For Internal Use Only

Purpose: Frequently asked questions about contracts and timecards for Associate Faculty.

Audience: Associate Faculty

1. What information is included in my contract agreement?

Please read the contract carefully.

- The contract accounts for the Preparation (Prep) time spent before the first day of the class and for Grading time to complete work occurring the week after the class ends (if applicable).
- The contract outlines the weekly hour expectation to perform the duties and faculty course requirements.
- Contracts are signed electronically in the [Faculty Portal](#).

2. How will I receive my course contract?

We use a platform known as APL nextED to facilitate course contracts. After creating your signature, log into the [Faculty Portal](#) (APL nextED) to review and approve your contract from any device that has access to your faculty email. Please note that accepting a course assignment is separate from approving a contract.

***Exempt faculty members receive two (2) contracts: one for Preparation week and one for Instructional/Grading weeks. Both contracts must be signed prior to the course start date to ensure appropriate compensation.

3. Once I receive my contract agreement, how long will I have to review and sign it before it is rescinded?

The University of Arizona Global Campus is required to acquire and retain a signed copy of your teaching contract prior to the contract start date. Contracts are issued via APL nextED for signature ten

(10) days prior to the course start date. However, to allow adequate preparation time for each course, if a faculty member does not sign a contract within ten (10) days of being issued, no response may result in the contract being rescinded and offered to another faculty member. If you are unable to accept a course for any reason, please notify your Faculty Scheduling Administrator immediately.

4. How do I know if I am exempt or non-exempt?

The contract will indicate if you are exempt or non-exempt. Non-exempt states are Alaska, California, Colorado, Hawaii, Illinois, Iowa, Maine, Michigan, Minnesota, Montana, Nevada, New Jersey, New York, Oregon, Pennsylvania, Washington, and Wisconsin. States are subject to change based on legislation and labor laws. What is the Faculty Portal and how do I access it?

5. What is the difference between my hire date and course start date stated in my course contract?

We recognize that preparation for each course may take place before the course start date. Your contract allows a week prior to the start date to fulfill the preparation activities. This means the earliest you may begin working on your course is on the Tuesday the week before your course begins.

For example, if a course starts on Tuesday, 01/16/24, the earliest you may begin working on your course is Tuesday, 01/09/24. You will have access to the course in Canvas the Thursday before the start date. Please be mindful that non-exempt online faculty must accurately record all hours worked during “Prep week” (if applicable).

6. Who can I speak with regarding the detailed description of duties and faculty course requirements in my course contract?

Check [FacultyHelp!](#) [FacultyHelp](#) has resources on many topics, including incompletes, Canvas navigation, and course requirements to tech support issues and academic process forms. Simply search by keyword to find more information. Please give it a try the next time you have a question. If you don’t find the information you need, contact FacultyHelp@uagc.edu by clicking the email address on the right-hand menu for additional assistance.

7. Where do I find the enrollment and compensation for my course?

Course enrollment and compensation is finalized on Friday of Week 1. Once finalized, enrollment and compensation information is uploaded to the “Notes” section located under the “Performance” tab on the left-hand menu in the [Faculty Portal](#).

*****Please note that if a UAGC holiday occurs on Friday, the course enrollment and compensation notification will be posted on the next business day.**

Note Example:

Content : 01/05/24 NOTICE: Compensation for your 01/02/24 - RES 7480 (QAD2401A) course is \$[REDACTED], for a total of 8 weeks from 12/26/23 to 02/19/24. The peak enrollment during the first week of instruction was 10 students. After the standard 4-hour preparation week, this course's instructional expectation is set to 9 hours per week at an hourly rate of \$[REDACTED]. (Information is subject to change based on the actual length of course assignment.)

8. What is the weekly hour expectation in my course?

The weekly hour expectation is listed on the [Associate Faculty Pay Schedule](#) and in Exhibit B of your contract agreement. Weekly hour expectations are based on the highest number of students enrolled in the course between the Tuesday (official course start date) to Thursday 11:59pm of the first week of class in which students are present. Should enrollment drop during the course, hourly expectations are based upon the highest enrollment determined during that first week. If applicable to a course, Preparation week has a set expectation of four (4) hours. Weekly hour expectations are adjusted based on course type (i.e., Doctoral or expanded).

9. When will I receive compensation for my course?

You will be paid in accordance to your contract agreement and to the [Associate Faculty Pay Schedule](#) which is located on the Faculty Affairs site.

10. After the course ends, what is the expectation to complete duties and faculty course requirements?

Please reference Section 4.01 of your course contract. Final grading activities should be completed within 6 days following the completion of the course.

*****Please refer to the Incomplete Grade FAQ for further guidance for finalizing and submitting Incomplete Grade requests that fall outside the standard course contract.**

11. Will I receive compensation for my prep work and final grading duties?

Course preparation and final grading duties are a required component of your course and, as such, are included as a part of the compensation stated in your contract. *

****Please note that four (4) hours are allotted for Prep week (if applicable). The weekly hour expectation for Grading week aligns with the Instructional weeks.**

12. Why do I have to complete a timecard? What are the consequences for not completing a timecard?

The timecard requirement is detailed in each non-exempt course contract and is necessary for regulatory purposes from the UAGC accreditation agency and for compliance with labor laws based upon the state in which you reside. Submitting accurate and complete timecards as scheduled ensures contract compliance and helps support continued course invitations.

13. If I am paid on a contractual basis, why do I need to report my hours?

Non-exempt faculty are required to report all time worked to stay in compliance with state labor laws and to be compensated accordingly. You must accurately record all hours worked on the timecard provided by UAGC and promptly submit the completed weekly timecard on Sunday by 11:59 p.m. You will be paid for all hours worked and reported at the compensation rate posted in the faculty portal.

14. Do I complete a timecard for Prep and Final Grading weeks?

A timecard is required for all work completed in the course. Please see Section 1 in your contract for the hire date and note it begins one (1) week before the student start date.

15. When are timecards due? Can timecards be submitted early?

Timecards are due at the end of each course week on Sunday by 11:59 p.m. but can be submitted as early as Friday pending that no hours are worked on Saturday or Sunday.

16. How precisely do I need to track my time? I perform required UAGC duties and faculty course requirements multiple times throughout the day. Do I need to complete new start and stop times, or can I estimate my totals for each day?

Please keep an accurate record of all time spent performing required duties as they pertain to your course. Timecards should be as accurate and truthful as possible.

17. What are the specific time parameters I am not to exceed?

All time parameters listed in your course contract should be followed, which include not working more than:

- 8 hours in any single workday (A 30-minute off-duty meal period must be reflected after the 5th consecutive hour.)
- 6 days in any workweek (One day must be taken during the week/a common day must be reflected for concurrent/multiple courses.)
- 5 consecutive hours without a 30-minute off-duty meal period on any single workday (can be waived if the workday is completed in less than 6 hours)
- Teaching concurrent courses must allow for a 30-minute off-duty meal period if working more than 5 consecutive hours. For example, if working from 8 a.m. - 12 p.m. in one course, the acceptable start time for the other course would be 12:30 p.m.
- Reporting same window of time for concurrent/multiple courses. Unique hours with a shared common day off must be recorded between courses.

18. Can I submit a single timecard for my multiple courses, or do I need to complete a separate one for each course?

A separate timecard is required for each course taught. Timecard templates are sent on Thursday during Prep week for each course being taught from your Faculty Payroll & Compliance Administrator.

19. How do I show the Prep week and Final week on the email subject line when submitting my timecard?

When submitting your Prep week timecard, please name it: **Week Prep-CA**. When submitting your final week timecard, please name it: **Week Final-CA**.

20. Do I have to submit each timecard in a separate email if I am teaching more than one course at a time?

No, it is highly recommended that multiple timecards are submitted in one (1) email using the following naming convention in the subject line: **State – Multiple (CA – Multiple)**.

21. Is the Week information asked for in the subject line referring to the course week or the pay period week?

The week information requested is for the course week of the timecard being submitted in your email.

22. Do I need to complete a timecard for the New Faculty Experience (NFE)?

If you reside in a non-exempt state, a weekly timecard is required and will be sent prior to the start of NFE.

For questions regarding your contract or timecard, please send an email to: FacultyContracts@uagc.edu or FacultyTimecards@uagc.edu