Adjunct Contract Letters User Guide

Compiled by the Office of Institutional Research
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Background

The Adjunct Contract Letters report is used to generate the contracts that are sent to adjuncts teaching in an upcoming term. These contracts lay out the terms of instructional assignments as well as compensation. The report utilizes an access-control system with permissions granted and maintained by the Office of Institutional Research (IR), allowing users to run the report for adjuncts within a specified department. Once contracts have been sent to adjuncts for their electronic signature via Adobe Sign, their statuses can be tracked using the separate *Contract Letter Status Tracking* report (also covered below).

Accessing the adjunct contracts report

1. Log in to the *myCharger* portal.

2. Select the “Employee Resources” tab on the left side of the page.

3. Under “Employee Tools,” find and click the link for Argos Reports. Then click on the link to Argos V6 on the page that opens (Fig. 1)

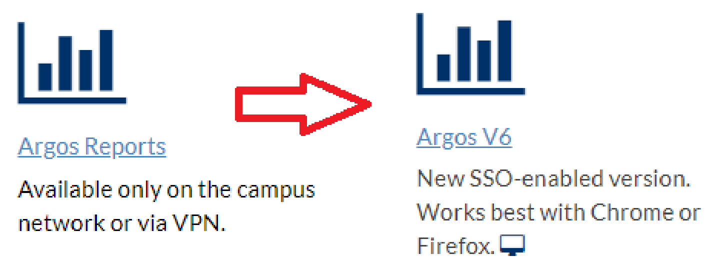


Fig. 1: The link to access Argos Reports, and the subsequent Argos V6 link.

4. You may be prompted to re-enter your SSO credentials. If so, enter your username and password and click OK.

5. Select the version of Argos that works best on your computer. For purposes of running adjunct contracts, the only difference between using “Argos Web Viewer” and “Argos” (hereafter referred to as “Argos Client”) is that the Argos Client version allows you to download contracts in multiple formats (RTF, PDF, etc.). If the application does not launch, you will need to download and install the Evisions Application launcher – link shown below (Fig. 2).

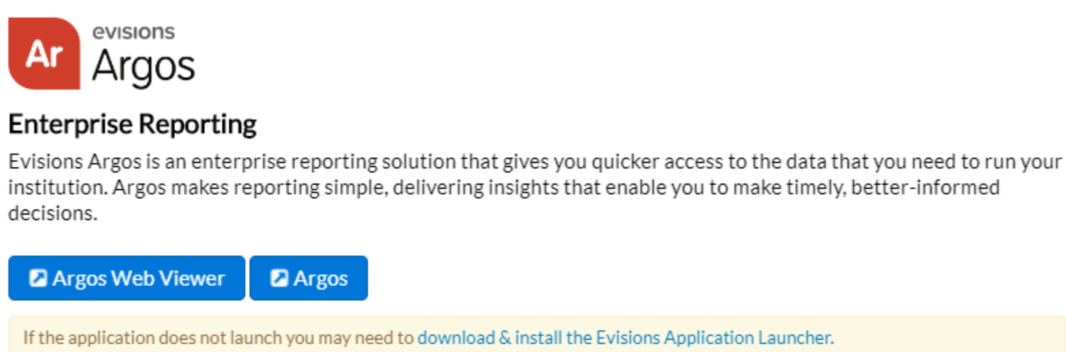


Fig. 2: Select either link to access the version of Argos that works best on your computer. The download link for the Evisions Application Launcher is at the bottom.

6. After accessing Argos, click on and expand the folder labeled “S-Provost - Dept Access.”

7. Click to open the report labeled “Adjunct Contract Letters,” and run the dashboard.

8. (A) Select a Term, Department, and Part(s) of Term. Note: unless you know of contracts that need to be generated for a specific part of term, **it is recommended that you select "All Parts of Term."**

   (B) Select the adjunct for whom you want to generate a contract. You will need to re-run the report for each individual instructor.

   (C) Press the "Run" button to generate the report. (Fig. 3)

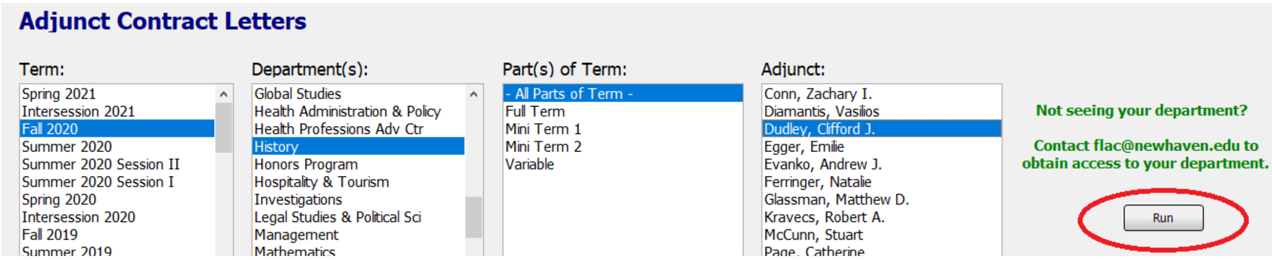
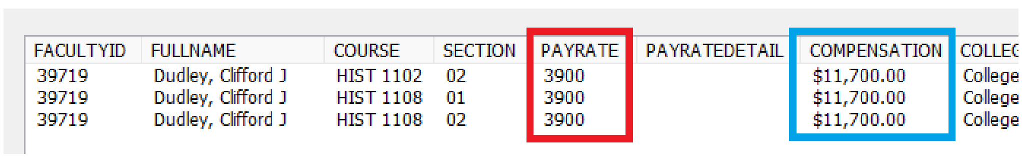


Fig. 3: Selecting the Term, Department, Parts of Term, and individual Adjunct.

Using the adjunct contracts report

The report will load a list of all courses in Banner currently assigned to the selected adjunct during the specified term.

1. Review each instructional assignment to ensure it is correct—pay close attention to the compensation for each class ("PAYRATE") and total compensation ("COMPENSATION"). *****Note that the compensation field will only populate if there are students registered for a given course.*** (Fig. 4)



FACULTYID	FULLNAME	COURSE	SECTION	PAYRATE	PAYRATEDETAIL	COMPENSATION	COLLEG
39719	Dudley, Clifford J	HIST 1102	02	3900		$11,700.00	College
39719	Dudley, Clifford J	HIST 1108	01	3900		$11,700.00	College
39719	Dudley, Clifford J	HIST 1108	02	3900		$11,700.00	College

Fig. 4: Identifying the key compensation fields.

2. If the number of teaching credits or compensation for a course need to be modified, please send an email to the faculty load & compensation inbox, FLAC@newhaven.edu.

3. If course-related data needs to be modified (e.g. adding/removing course or changing instructor), please contact the Registrar's office. Once this has been updated in Banner, the contract letters report will automatically update.

Downloading the report into contract letter format

The download procedure differs depending on whether you are using Argos Web Viewer or the Argos Client. Each procedure is described in turn below:

Using the Argos Client Version

1. At the top of the page, find the dropdown list next to Report Options. Select "Adjunct Contract Letters Report" from the list. (Fig. 5)

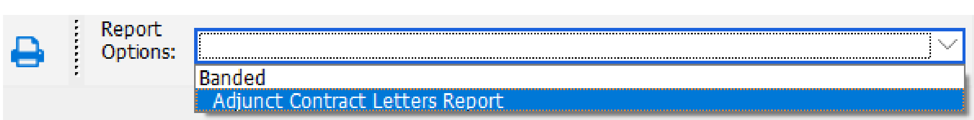


Fig. 5: Selecting "Adjunct Contract Letters Report" from the dropdown list in the Argos Client.

2. Next, click on the save icon to the right of the dropdown list. (Fig. 6)

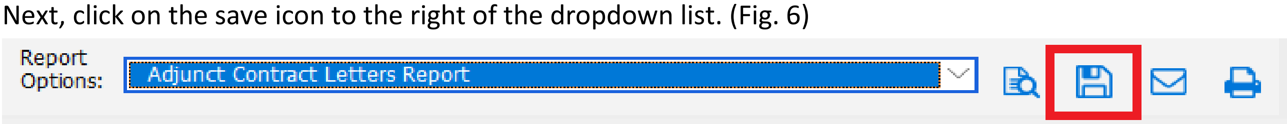


Fig. 6: The save button in the Argos Client.

3. In the “Save to File” pop-up window that appears, select a location to save the contract and enter a file name. Then, find the dropdown list next to *Save as type* and select a file format. Note: **It is recommended that you select the file format of PDF.** However, if you need to be able to edit any information in the contract, you can also opt to use the file format of Rich Text Format (RTF). (Fig. 7)

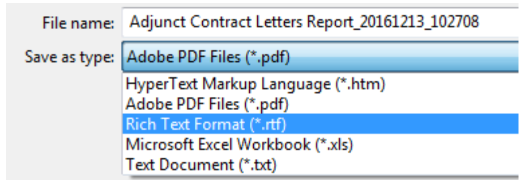


Fig. 7: The “Save to File” pop-up window, highlighting the different downloadable file formats.

4. A “Setup” popup window will appear. It is unnecessary to modify the selections; select “OK” to finish downloading the contract letter.

Using Argos Web Viewer

1. At the top of the page, click on the “Reports” dropdown. Select “Adjunct Contract Letters Report.” (Fig. 8)

Fig. 8: Finding the “Reports” dropdown in Argos Web Viewer.

2. Next, click on the “Run” button to the right of the dropdown list. (Fig. 9)

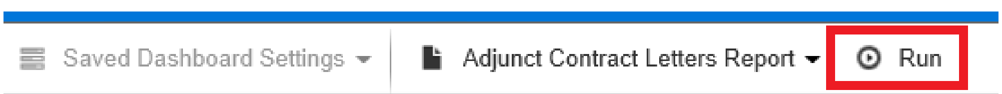


Fig. 9: The “Run” button in Argos Web Viewer.

3. At the bottom of the page, a pop-up window will appear and ask whether you want to Open or Save the report. The only file format available to download using the Web Viewer is PDF. Click on the save drop-down, select “Save AS,” then select a location to save the contract and enter a file name.

Reviewing the contract letters

1. Review the Banner-fed information on each contract, specifically: (a) the salutation and address block, (b) the course assignments, and (c) the total compensation. (Fig. 10)

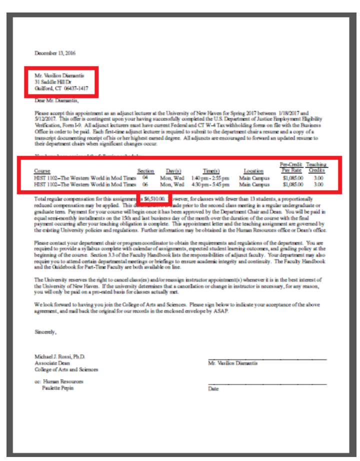


Fig. 10: Identifying the key fields to review on each contract letter.

2. If the instructor's salutation ("Mr.," "Ms.," "Dr.," etc.) or mailing address needs to be changed, please notify Human Resources. Once this information is updated in Banner, you can re-run the contract letter.

3. When no compensation is calculated for an instructor, red text will appear in the area of the contract's signature block. If you have not yet secured a per-credit rate for an instructor, please contact the Dean's office. If there is another issue, please send an email to FLAC@newhaven.edu to resolve the issue.

Sending and tracking the contract letters

Once a contract has been generated and reviewed for accuracy, it is ready to be sent out for signatures. Effective with the Fall 2020 term, all adjunct contracts are distributed electronically via Adobe Sign. The *Contract Letter Status Tracking* report is then used to log that a contract has been sent, and then again once the adjunct's signature has been secured. These send/receive statuses appear on the ePDO page, allowing chairs/deans to identify which instructors have received and/or accepted their contract letters.

Accessing Adobe Sign

1. Go to https://documentcloud.adobe.com/us/en/ and select "Continue with Adobe."

2. Enter your University email address, press "Continue," and then enter your SSO credentials.

3. Press the "Go to Adobe Sign" button under Request Signatures. (Fig. 11)

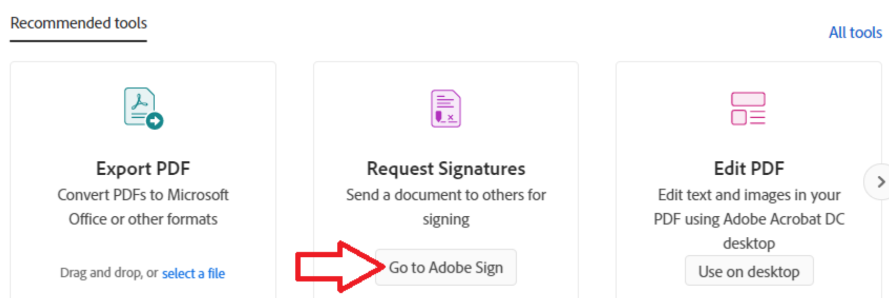


Fig. 11: The "Go to Adobe Sign" button.

Configuring signatures and sending contracts in Adobe Sign

1. Make sure that "Complete in Order" option is selected. (Fig. 12)

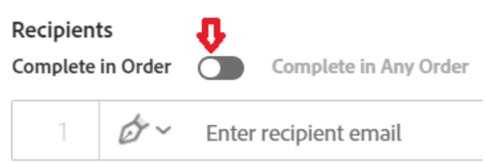


Fig. 12: Make sure the slider is on the side of "Complete in Order."

2. First enter Recipient #1's email address (the Dean or designated proxy), then enter Recipient #2's email address (the adjunct). (Fig. 13)

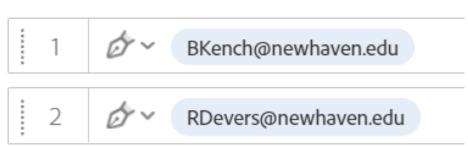


Fig. 13: The Dean's email on Line #1 and the adjunct's email on Line #2.

3. Scroll down to the Files section and click on "Add Files." Click on "Choose Files from My Computer" and then select the adjunct contract letter downloaded earlier.

4. (Optional) In the Message section, edit the email subject line and/or message to the signatories.

5. At the bottom of the page, **it is critical to check the box next to "Preview & Add Signature Fields"** (otherwise the contract will send without adding places for the recipients to sign). Then press "Next" to allow the document to process. (Fig. 14)

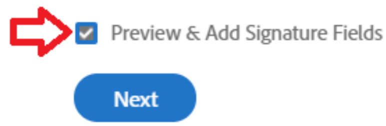


Fig. 14: It is critical to check the "Preview & Add Signature Fields" box.

6. Scroll through the document to find the signature lines; the Form Fields icon (rectangle with magnifying glass) should indicate a number "3" on the page where signatures should be placed. Click on the Form Fields icon, which will automatically highlight the three lines to be configured. (Fig. 15)

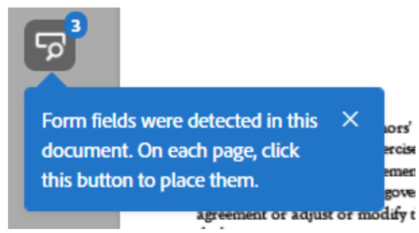


Fig. 15: The Form Fields icon looks like a rectangle with a magnifying glass.

7. Double click on the yellow area highlighting the Dean's signature line.

8. Make sure the Dean's signature line is assigned to Recipient #1 (Dean or their proxy), change the Field Type to "Signature," then press OK. (Fig. 16)

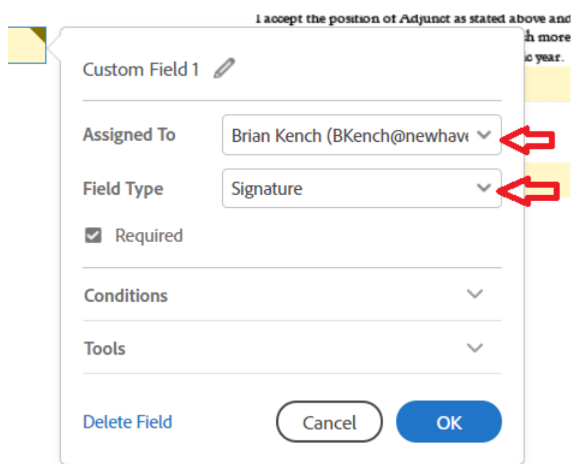


Fig. 16: Assigning the Dean's signature line to Recipient #1 and changing the Field Type to "Signature."

9. Double click on the yellow area highlighting the Adjunct's signature line.

10. Similar to step 8, make sure the Adjunct's signature line is assigned to Recipient #2 (Adjunct), change the Field Type to "Signature," then press OK.

11. Double click on the yellow area highlighting the date line.

12. Make sure the date line is assigned to Recipient #2 (Adjunct), change the Field Type to "Date," select your preferred Date Format, then press OK.

13. Press Send. The contract will be emailed directly to Recipient #1 for their approval. After Dean (or their proxy) affixes their electronic signature, the contract will be emailed directly to Recipient #2 for their approval.

Accessing the Contract Letter Status Tracking report

1. Log in to the *myCharger* portal.
2. Select the "Employee Resources" tab on the left side of the page.
3. On the right side of the page, find the "Employee Resources" section and click on the **Contract Letter Status Tracking** link. You may be prompted to re-enter your credentials.

Using the Contract Letter Status Tracking report

1. Use the dropdown list to select the department corresponding to the contract letter(s) being tracked. (Fig. 17)

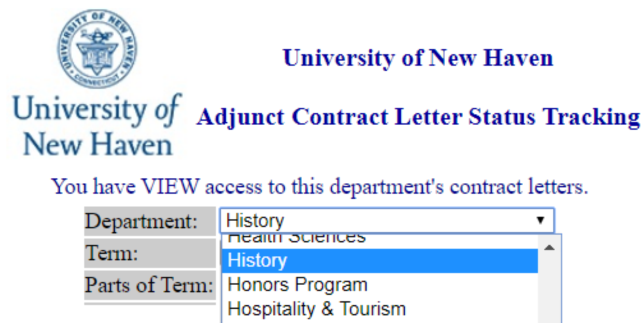


Fig. 17: Selecting the department from the dropdown list.

2. Use the dropdown list to select the Term, and then place a checkbox next to the relevant Part(s) of Term. If you are uncertain which part(s) of term to include, it is recommended that you place a check next to all parts of term to ensure all corresponding courses will appear. (Fig. 18)

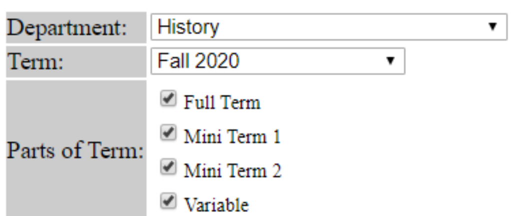


Fig. 18: Selecting the Term from the dropdown list and checking the appropriate Part(s) of Term.

3. Select the relevant Instructor from the dropdown list. Each instructor must be selected one at a time. (Fig. 19)

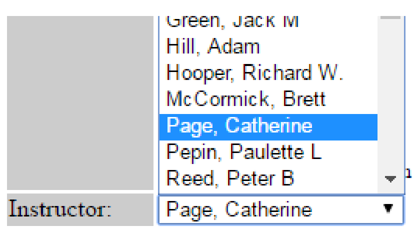
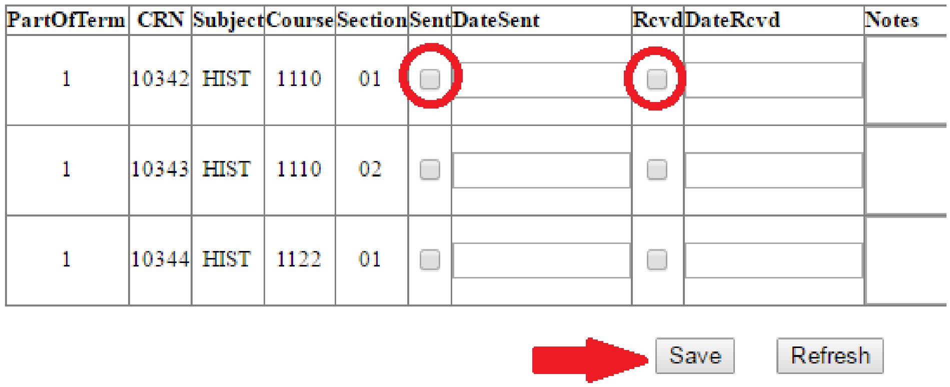


Fig. 19: Selecting the Instructor from the dropdown list.

4. Under the "Sent" column, place a check in the box of each course that was included on the contract letter sent to the instructor. Once this is complete, press the "Save" button at the bottom – this will date-stamp the transaction. Similarly, once the letter is signed by the instructor and received back by the department, place a check in the box under the "Rcvd" column, and then press the "Save" button. (Fig. 20)



PartOfTerm	CRN	Subject	Course	Section	Sent	DateSent	Rcvd	DateRcvd	Notes
1	10342	HIST	1110	01					
1	10343	HIST	1110	02					
1	10344	HIST	1122	01					

Fig. 20: Checkboxes used to indicate whether contract letters have been sent to adjuncts and received back by the department.