Faculty Load and Compensation Information – Brief Step-by-step

*All new part-time faculty and existing Kent Campus faculty to receive initial FLAC letters and documentation to acknowledge assignment in Flashline

*FLAC is used for part-time teaching assignments only. Non-teaching assignments should be submitted via the ePAF process.

1. Department: sends information to Academic Personnel for new part-time faculty members via Faculty Role Form and new hire paperwork.

2. Academic Personnel: creates SIAINST screen to give the Faculty Role to new part-time faculty member.

3. Academic Personnel: creates employee records and PEAFACT screen.

4. Department: creates sections on SSASECT and assigns instructor

5. Department: assigns contract type, add position number and suffix on SIAASGN screen. Be sure the course is from your department as some faculty members teach for more than one department and/or campus.

6. Academic Personnel: runs PEPFLAC for each contract type per term.

7. Department: adds salary amount to each record/assignment.   If the faculty member is a Regional Campus person, no salary screen will populate. You have to choose Dual Role from the drop-down incremental box and then add salary.

8. Department: Chair/Director checks UNLOCKED records for accuracy and marks them 'reviewed'

9. Dean's Office: Has query access to review. If there is a discrepancy noticed, they must contact the department for a correction.

10. Academic Personnel: Checks REVIEWED records and locks records.

11. System Generated e-Mail is sent to the part-time faculty member to let them know they need to go into Flashline and verify their assignment and salary information. They must check the Faculty Acknowledgement checkbox and then select Acknowledge Selected Positions button. Once the assignment has been acknowledged, they will receive an email with the assignment details.

12. Academic Personnel: Runs PEPFCAP to upload assignments into Banner.