Contracts - Faculty

General information

The purpose of faculty contracts in Workday is to capture the parameters of offer letters for NTT (non-tenure track) faculty, including start and end date and contract type, and to assist in semesterly reporting. Faculty contracts do not drive the start or end of a position, scheduled weekly hours, or pay.

When is a contract needed?

The following types of faculty should have contracts in Workday:

- All non-tenure track (NTT) faculty, including those with active unpaid 0% appointments
- All retired faculty in a Phased Retirement Contract or on Modified Service (even if they were tenured or tenure-track at the time of retirement)

Note that faculty members are not given contracts for summer assignments in Workday.

Maintaining contracts

In most cases, the Employee Contract will be maintained as a part of the Workday business processes associated with making job changes.

For any NTT faculty member whose contract is expiring or has expired, one of the following three actions should be taken:

- Add a new contract in Workday. Before adding, be sure to close and end any contracts that are expired.
- Move into an inactive position. NTT faculty may remain in inactive status for up to three years, and are easily moved back to active status without rehire.
- Terminate the appointment. If they return to employment after termination, they will have to be rehired in Workday.

Retired faculty members who have been on Modified Service, but are no longer, should be terminated in Workday. If they return to work later, they can be rehired.

Review Maintain NTT Faculty Contracts Workday Instructional Guide (W.I.G.) on Box for additional information and instructions.

Resources

- Maintain NTT Faculty Contracts Workday Instructional Guide (W.I.G.)
- Manage NTT Faculty Workday Process Overview (W.P.O.)

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