
Section 6 - Contract Process for Full- and Part-time Faculty

The following describes the process for issuing contracts for full- and part-time faculty members at Cambridge College:

New Part-time Faculty Members

- After the Vice President for Academic Affairs approves the Request to Hire (with supporting documentation) for a new part-time faculty member, a contract is prepared and forwarded to the Office of Human Resources.
- The Office of Human Resources will then forward the contract to the faculty member requesting documentation for proof of citizenship or authorization to work in the U. S. (I-9 Form). The necessary tax forms will be mailed with the contract. Please note that faculty contracts are not effective or binding until all relevant immigration or visa applications are completed and approved.
- Once the faculty member has returned the signed contract and all documentation is approved, the contract is forwarded to the Payroll Office for payment according to the payment schedule outlined in the contract.

New Full-time Faculty Members

- After the Vice President for Academic Affairs approves the Request to Hire (with supporting documentation) for a new full-time faculty member, these documents are forwarded to the Office of Human Resources.
- The Office of Human Resources will then prepare and issue a one-year contract to the potential full-time faculty member, outlining benefits, etc. The potential faculty member will be requested to provide documentation for proof of citizenship or authorization to work in the U. S. (I-9 Form). The necessary tax forms will be mailed with the contract, also. Please note that faculty contracts are not effective or binding until all relevant immigration or visa applications are completed and approved.
- Once the faculty member has returned the signed contract and all documentation is approved, the contract is forward to the Payroll Office for payment according to the payment schedule outlined in the contract.

Continuing Faculty Members

- For part-time faculty members, contracts are prepared and issued by the Office of Academic Affairs when courses are fully populated. Two originals are mailed to the faculty member, and after one original is returned, it is forwarded to the Payroll Office for payment according to the payment schedule outlined in the contract.
- Full-time faculty are covered by the Bargaining Unit; therefore no annual contracts are issued.