Adjunct Action Form (AAF) and Salary Delays (Secretaries' Meeting)

1. Enrollment Thresholds: Courses are likely to be cancelled if they do not reach the following thresholds
   - 10 students for undergraduate courses
   - 6 students for graduate courses

2. Academic Affairs asks, where and when possible, that forms be initiated by end of June for fall semester appointments, and by the end of the fall semester for winter intersession and spring appointments. In cases where early submissions are not possible (June 15th and December 13th), gently remind department chair that the adjunct action process optimally should be given at least two weeks for continuing adjunct faculty and roughly one month for new adjunct faculty.

3. **Continuing Adjuncts:** (Academic Affairs)
   - Verify enrollment and compensation.
   - SSASECT – link the adjunct professor to their actual course assignment(s) in banner.
   - Would like to keep adjunct in the previously assigned line number.

4. **New Adjuncts: (potential bottlenecks – New Adjunct Faculty must be placed on an existing adjunct faculty line #, preferably within a cluster, before requesting that a new line be established if necessary; their course must meet the enrollment threshold to have it run, which in turn initiates the AAF& ARF processing)**
   - Process requires that both the AAF (AA) and the Account Request Form (ARF) (ITS Form – Banner) are initiated, once it has been determined that the course has adequate enrollment to run. Please attach a copy of the ARF to the AAF. The AAF begins with the Department Secretary and Chair.
   - The ARF when received by Academic Affairs initiates a sequence of actions:
     - faculty ID # (700 number)and e-mail account are generated (SPAIDEN);
     - electronic SUNY OW and SUNY faculty accounts are created (SIAINST & GOAT PAD) (portal, e-mail, access to blackboard and faculty banner);
     - SSASECT
     - the faculty member obtains a photo ID (which also provides them with access for electronic printing);
     - a line number in Interview Exchange is assigned