

## Developing Course Schedule & Appointment Processing Spring Semesters

Employee Group	Unit begins work on developing class schedule for next Fall	Class Schedule <u>Initial</u> Changes Deadline	Class Schedule <u>Final</u> Changes Deadline	Search Process Dates	Appointment Processing Deadlines and Information
<b>Current Tenure/Tenure Track Faculty</b>	May	Mid July	Mid September	N/A	N/A
<b>Specialized Faculty</b>				<b><u>Search needs to begin no later than July 10<sup>th</sup></u></b> . Search paperwork completed by early October*	Reappointments: Offer letter sent to candidate by May 1 or no later than July 1 <sup>st</sup>  New hires: Offer letter sent once course enrollments are sufficient. Must complete I-9 form and new hire forms.
<b>Retiree</b>				<b><u>Begin work on Retiree Rehire Form (RRF) by July 1<sup>st</sup></u></b> . RRF submitted to College no later than August 15 <sup>th</sup> as full approval needed by early October*	Offer letter sent once course enrollments are sufficient. Completion of I-9 form and new hire forms may be required.
<b>Teaching Assistant (Grad Student)</b>				Departmental Search Process. TA(s) should be identified by early October*	Offer letter sent once course enrollments are sufficient and must be extended at least 30 days before the start of the appointment.  Completion of I-9 form and new hire forms may be required.
<b>Service-in-Excess (SIE) - for 100% FTE employees only (no students)</b>				Employee should be identified by early October.*	SIE form completed once course enrollments are sufficient. Must have all approval signatures secured, including College and AHR, before work begins. Completed form sent to appropriate HR official. Pays after work ends.
<b>Lump Sum - for .75-.99 FTE employees only (no students)</b>				Employee should be identified by early October.*	Offer letter sent once course enrollments are sufficient. Pays after work ends.

### Additional Important Information/Dates:

- If current employees cannot cover teaching needs, a search needs to be conducted to identify qualified specialized faculty. If last minute needs arise, search waivers may be approved but on a case-by-case basis.
- **\* Early October**- Class Schedule for **spring** posted.
- **Mid October** - Priority registration begins for students.
- **Mid November** - Open registration begins for all students.
- Campus and College resources are available on next page.

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### Resources

Departmental Processing Schedule (Office of Registrar):

<http://registrar.illinois.edu/departmental-processing-schedule>

Registration Dates for Students (Office of Registrar):

<http://www.registrar.illinois.edu/academic-calendars>

LAS Hiring page- click on Retiree Rehires:

<http://www.las.illinois.edu/faculty/hiring/>

Guidelines for Service in Excess of 100% for Academic Employees:

<http://humanresources.illinois.edu/assets/docs/AHR/Guidelines-for-Service-in-Excess-of-100percent.pdf>

Service in Excess Form:

<http://humanresources.illinois.edu/assets/docs/AHR/Service-in-Excess-of-100-Percent.pdf>