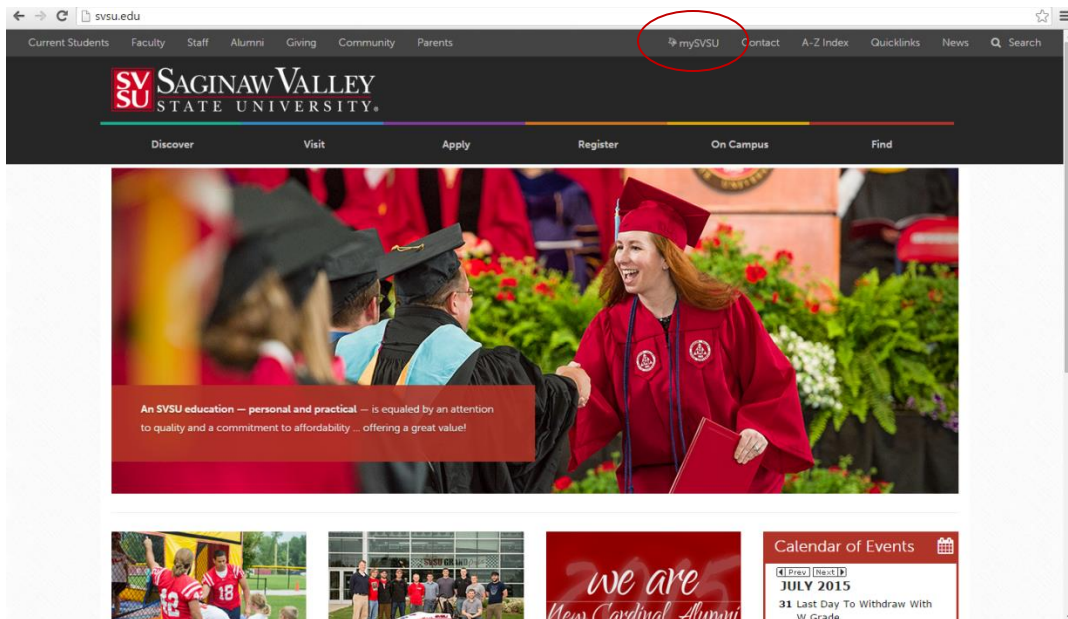


Adjunct Faculty Year Contracts and Section Assignments Instructions

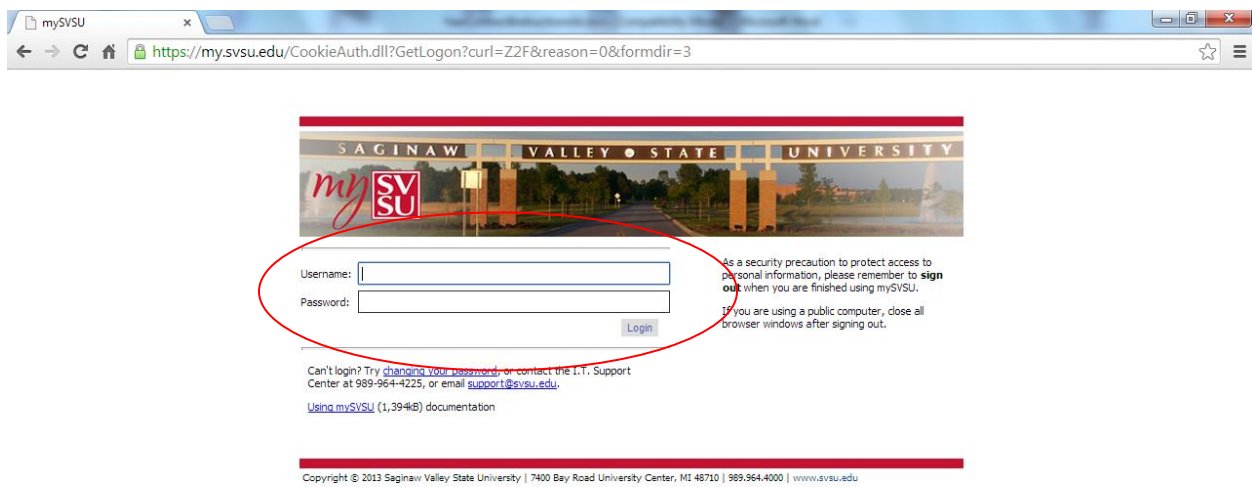
Part One: Year Contracts

When you receive an email from the Office of Adjunct Faculty Support Programs regarding your Year Contract, you will be directed to go to mySVSU to take action.

1. Go to mySVSU at <https://my.svsu.edu> in the browser's address bar or by going to SVSU's home page at www.svsu.edu, clicking on the mySVSU link.



2. Use your SVSU username and password to log into mySVSU



3. Click Login

Username:

Password:

[Login](#)

As a security precaution to protect access to personal information, please remember to **sign out** when you are finished using mySVSU.

If you are using a public computer, close all browser windows after signing out.

Can't login? Try [changing your password](#), or contact the I.T. Support Center at 989-964-4225, or email support@svsu.edu.

[Using mySVSU \(1,394kB\) documentation](#)

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4. Click on "Adjunct Faculty Contract" under the "Faculty" heading.

mySVSU WebAdvisor

Self Service

- Faculty
- Adjunct Faculty Contract**
- Year Contracts
- Section Assignments

Year Contracts

Ann Coburn-Collins

****Choose a Pending Contract below, then click SUBMIT****

Pending Contracts:

Choose One	Contract Year	Terms Included	Terms & Conditions
<input type="checkbox"/>	2015	15/FA, 16/WI, 16/SP, 16/SU	view

Accepted/Declined Contracts:

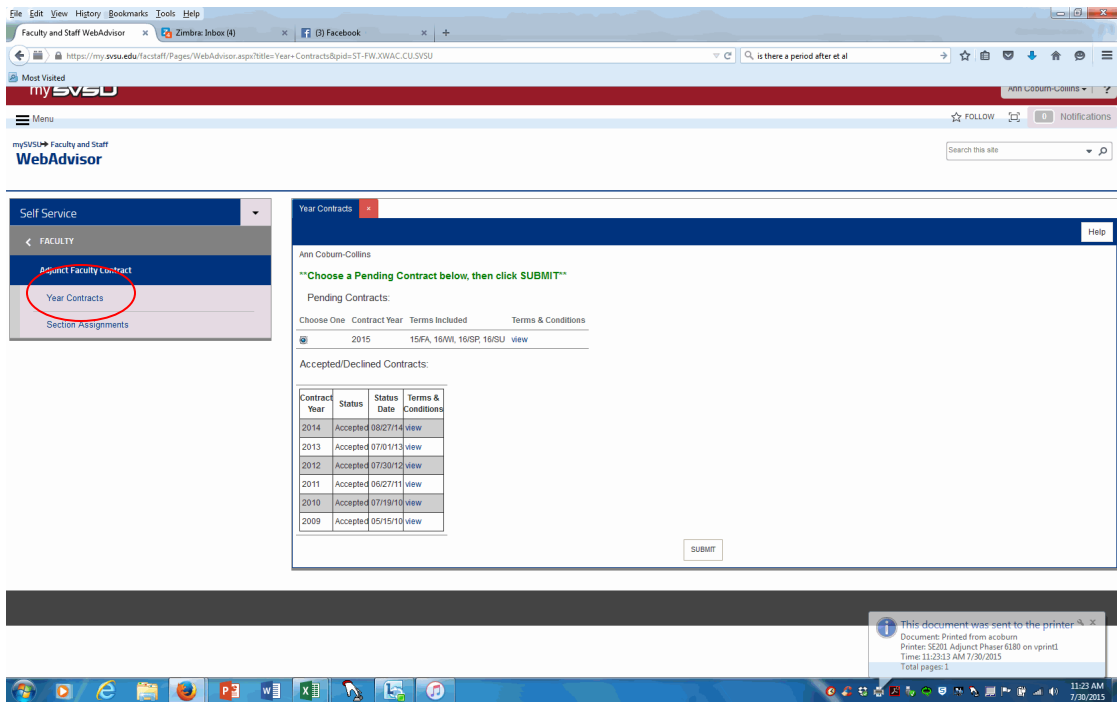
Contract Year	Status	Status Date	Terms & Conditions
2014	Accepted	08/27/14	view
2013	Accepted	07/01/13	view
2012	Accepted	07/30/12	view
2011	Accepted	05/27/11	view
2010	Accepted	07/19/10	view
2009	Accepted	05/15/10	view

[SUBMIT](#)

This document was sent to the printer
Document: Printed from acoburn
Printer: SE201 Adjunct Phaser 6180 on vprint1
Time: 11:23:13 AM 7/30/2015
Total pages: 1

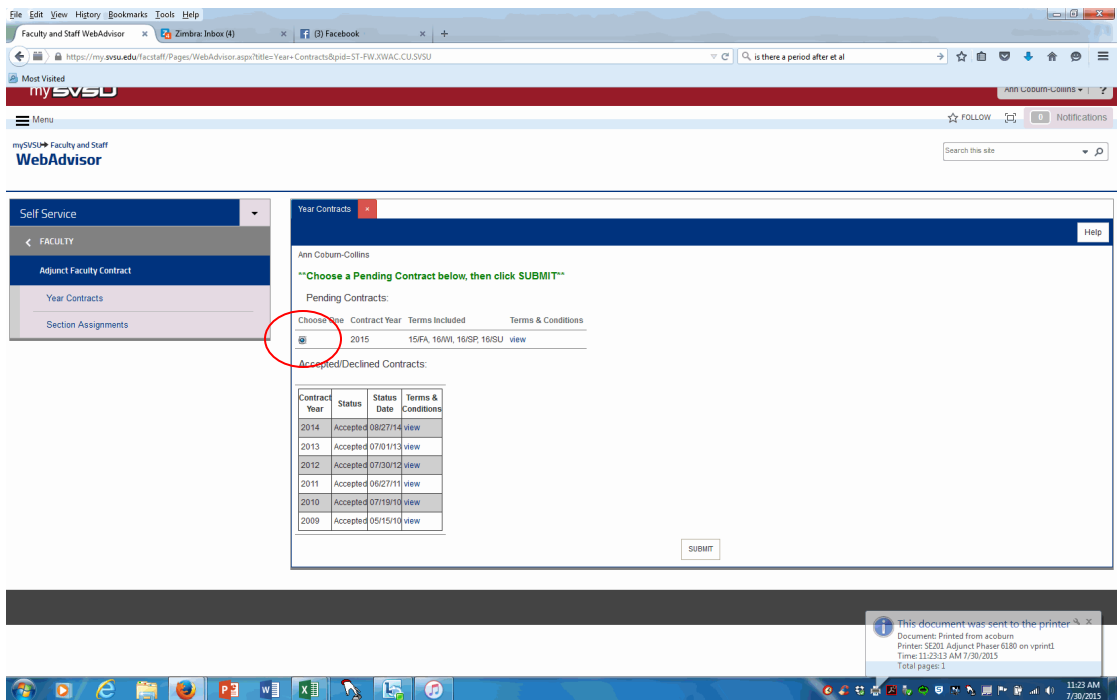
11:23 AM 7/30/2015

5. Click on “Year Contracts”.



Note: If you have already accepted a Year Contract, please go to instructions for Section Assignments on page 6.

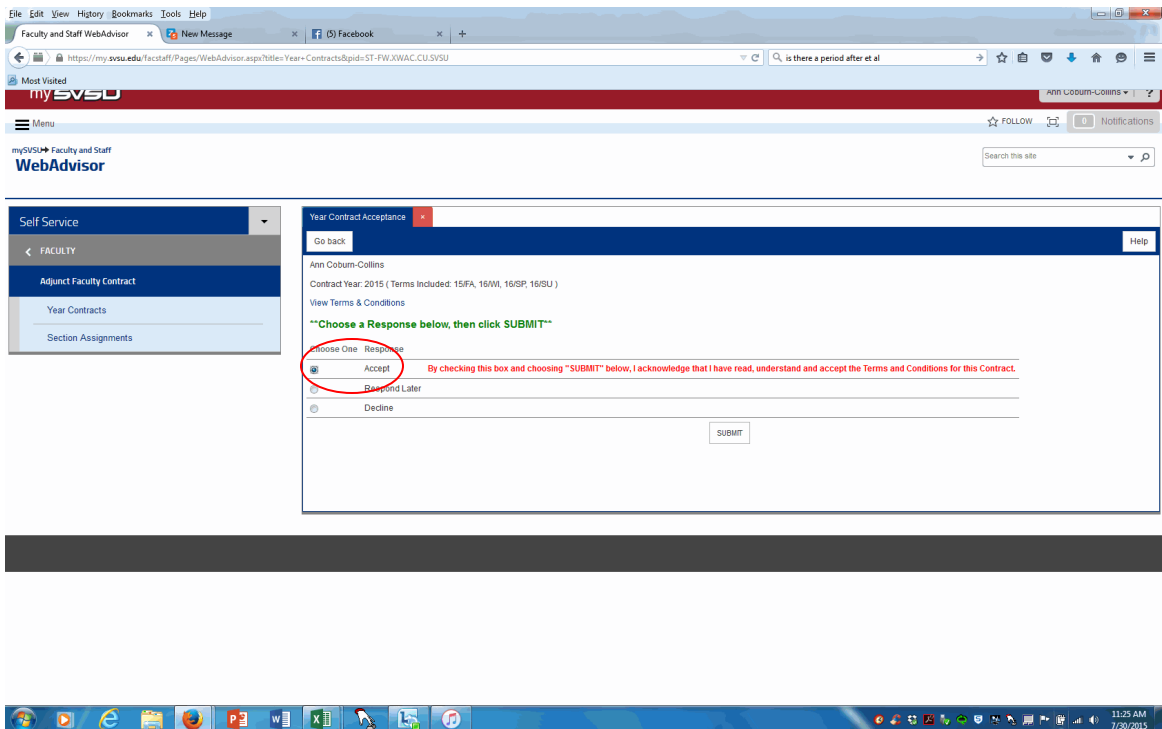
6. On the “Year Contracts” page, under the “Choose One” column that corresponds with the semester in which you will be teaching, click the button.



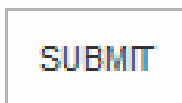
7. Click "Submit"



8. On the "Year Contracts Acceptance" page, you have options to Accept, Respond Later, or Decline. Click on the button under the "Choose One" column for the action you wish to take.



11. Click "Submit"



Once you click "Submit," you may continue the process to Accept/Decline Section Assignments (see *Instructions below*) or you may log out of mySVSU and close your browser.

Note: If the Year Contract is declined, you will be unable to accept or decline Section Assignments for the given contract year. If you declined your Year Contract and would like another opportunity to accept or decline it, or if you have made a mistake, please contact the Office of Adjunct Faculty Support Programs at (989) 964-4050 or adjunctfaculty@svsu.edu.

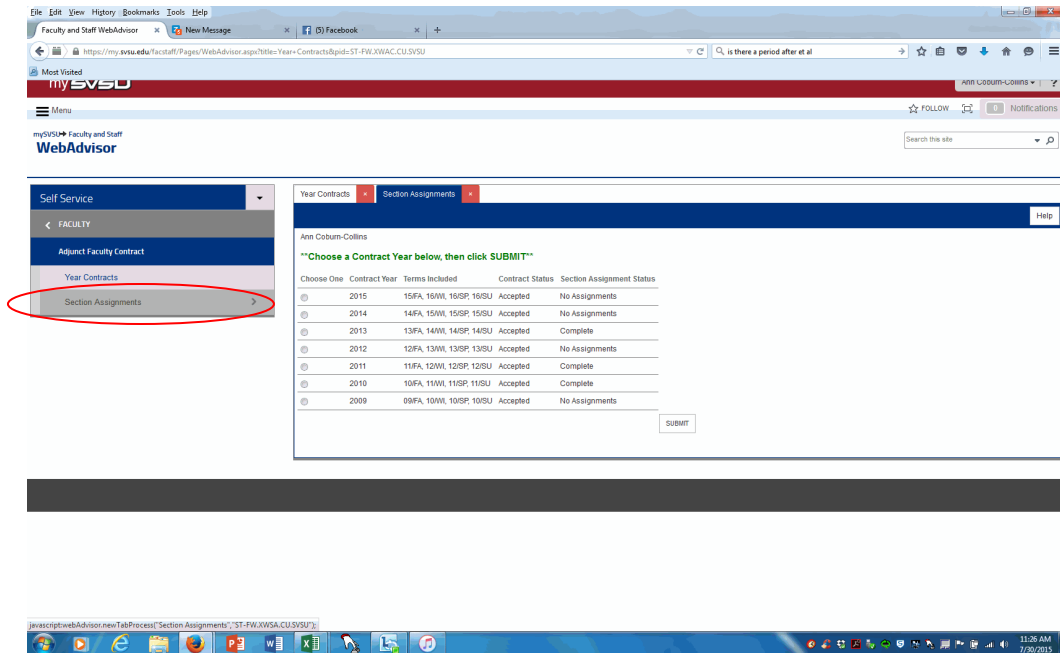
Part Two: Section Assignments

When you receive an email from the Office of Adjunct Faculty Support Programs regarding your Section Assignment, you will be directed to go to mySVSU to take action.

To begin, follow steps 1-5 from the Year Contract instructions or go to the “Faculty” menu.

Each Section Assignment must be accepted/declined individually.

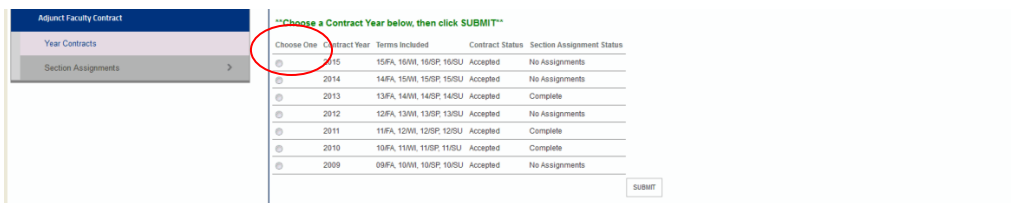
1. On the right side of the page, under the “Adjunct Faculty Contract” heading, click on “Section Assignments.”



The screenshot shows the mySVSU web portal. On the left sidebar, under the 'Adjunct Faculty Contract' heading, the 'Section Assignments' link is circled in red. The main content area displays a table of contract years and a 'SUBMIT' button.

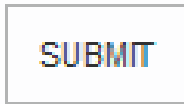
Choose One	Contract Year	Terms Included	Contract Status	Section Assignment Status
<input type="radio"/>	2015	15FA, 16WW, 16SP, 16SU	Accepted	No Assignments
<input type="radio"/>	2014	14FA, 15WW, 15SP, 15SU	Accepted	No Assignments
<input type="radio"/>	2013	13FA, 14WW, 14SP, 14SU	Accepted	Complete
<input type="radio"/>	2012	12FA, 13WW, 13SP, 13SU	Accepted	No Assignments
<input type="radio"/>	2011	11FA, 12WW, 12SP, 12SU	Accepted	Complete
<input type="radio"/>	2010	10FA, 11WW, 11SP, 11SU	Accepted	Complete
<input type="radio"/>	2009	09FA, 10WW, 10SP, 10SU	Accepted	No Assignments

2. On the “Section Assignments” page under the “Choose One” column that corresponds with the contract year for the assignment in which you will be teaching, click the button.



The close-up screenshot shows the 'Section Assignments' table. The 'Choose One' column for the 2015 row is circled in red. The 'SUBMIT' button is visible at the bottom right.

3. Click "Submit."



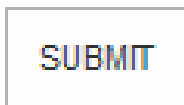
4. On the "Section Assignments by Term" page, under the "Choose One" column that corresponds with the term for the assignment, click the button.

Contract Year: 2009

Choose One	Term	Section Assignment Status	Terms and Conditions
<input checked="" type="radio"/>	10/W	Pending	View

On this page you may also view Terms and Conditions

5. Click "Submit."



6. On the "Section Assignments by Course" page, under the "Choose One" column click the button that corresponds with the course.

Degree: Bachelor of Arts
 Semesters of Experience at SVSU: 1
 Contract Year: 2009
 Term: 10/W
[View Terms & Conditions](#)

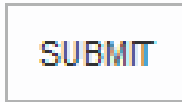
Pending Assignments

Choose one	Course Name	Days	Times	Pay Amount	Credits	Load
<input type="radio"/>	HIST*499*01	T	04:00PM-06:50PM	\$1,575.27	3.00	3.00
<input type="radio"/>	HIST*100B*03	MW	10:00AM-11:20AM	\$1,800.54	3.00	3.00
<input type="radio"/>	CHEM*102B*02A-LEC	MW	01:00PM-02:20PM	\$1,800.54	4.00	3.00
<input type="radio"/>	CHEM*102B*02A-LAB	W	03:30PM-05:20PM	NA		
<input checked="" type="radio"/>	CHEM*102B*02B-LEC	MW	01:00PM-02:20PM	\$900.27	4.00	1.50
<input type="radio"/>	CHEM*102B*02B-LAB	T	01:30PM-03:20PM	\$960.29	4.00	1.60

Accepted/Declined/Cancelled Assignments:

Course Name Days Times Pay Amount Assignment Status Status Date Credits Load

7. Click "Submit."



8. On the "Section Assignment Acceptance" page, you have options to Accept, Respond Later, or Decline. Click on the button under the "Select One Response" column.

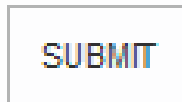
Degree: Bachelor of Arts
Semesters of Experience at SVSU: 1
Contract Year: 2009
Term: 10AW
Course: HIST*499*01
Description: Senior Seminar
[View Terms & Conditions](#)

Method	Days	Times	Pay Amount	Credits	Load	Tentative Room
LEC	T	04:00PM-06:50PM	\$1,575.27	3.00	3.00	Science West 143

Select One Response		
<input checked="" type="radio"/>	Accept	By checking this box and choosing "SUBMIT" below, I acknowledge that I have read, understand and accept the Terms and Conditions for this Contract.
<input type="radio"/>	Decline	
<input type="radio"/>	Decide Later	

Note: Please make sure the degree listed is accurate. If it is not accurate, do not accept the Section Assignment(s). Contact Human Resources to upgrade your degree.

9. Click "Submit."



You are finished accepting or declining the Section Assignment. To accept or decline other Section Assignments, repeat the process.

Once you have accepted all of your Section Assignments, you are finished and may log out of mySVSU.

If you made a mistake or need further assistance, please contact the Office of Adjunct Faculty Support Programs at 964-4050 or adjunctfaculty@svsu.edu.