

**Roles and Responsibilities in approving
Academic Appointment Forms, Special Consultant Agreements, and AWTU Requests**

Reviewer-Approver	Role	Items to Check/Verify
Dept. Admin. Support	Reviewer	AAF: Name, Empl ID, WTU Workload matches with AAF, Assignment, Entitlement, Contract Type (SEM-1yr-3yr), Salary, Range. SCA: Verify faculty member is part-time (less than 1.0 FTE), has a current faculty appointment and effective dates line up with work completed. AWTU: Confirm code, verify work is not duplicated from other Additional Employment.
Dept. Chair	Signature	AAF: Name, WTU, Assignment, Entitlement, Contract Type, Salary, Range, verify additional employment work is needed and of a different nature, appropriate, non-duplicative or concurrent with other assigned time, release or additional employment. SCA: Confirm pay is appropriate for effort and work days; verify that work is not part of normal duties and effective dates line up with work completed. AWTU: Verify work is necessary, unduplicated and WTU is reasonable with effort. Include historical confirmation that past AWTU work has been completed.
College Analyst	Preparer	AAF: WTU Workload/Assignment, AWTU history & duplication, Entitlement, Contract Type (SEM-1yr-3yr), Salary, Range, 125% rule; nature of Add'l Employment, effective dates, other faculty appointments, conflict of interest/ability to commit resources of AWTU. Verify effective dates are when work is completed or immediately following work completion. SCA: Verify faculty member is part-time (less than 1.0 FTE and has current faculty appointment. Confirm that work is of a different nature, non-duplicative from other AWTU or additional employment and reasonable for the effort. AWTU: Verify code, work is non-duplicative from other additional employment or release, and dated when the work is completed.
Dean	Signature	AAF: Name, Dept., WTU, AWTU history and duplication, Assignment, Salary, Range, Contract Type, verify additional employment work is needed and of a different nature, reasonableness and historical follow-through of AWTU. SCA: Reasonableness of pay and effort, effective date lines up with work completed and non-duplicated. AWTU: Verify work is necessary, unduplicated and WTU is reasonable with effort and reflects the correct semester of work completed.
OAPL Analyst	Reviewer	AAF: Entitlement, Contract Type (SEM-1yr-3yr), Salary, Range, 125% rule; nature of Add'l Employment, non-duplicative, effective dates, transaction codes signatures, other appointments. SCA: Confirm faculty is part-time, within the salary schedule, complete, non-duplicative and within the 125%. AWTU: Confirm work reflects correct semester, includes conflict of interest box if faculty has authority to expend resources and complete enough to show that it is different work than other additional employment or assigned time.
OAPL AVP	Signature	AAF: Entitlement, Contract Type, Salary, Range, nature of Additional Employment and non-duplicative of normal faculty duties.
Payroll	Verify and Key	AAF: Name, Empl ID, Salary, job code, timebase, transaction code, effective dates, 2403 calculator. SCA: Within the salary schedule and non-duplicative with other SCAs.