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Teaching Effort web form: What is it?

Teaching Effort web form: what is it?

The Teaching Effort web form is an online form attached to a Banner Workflow that allows the College to process and approve certain adjunct contract and additional pay information online. Departments no longer need to submit any paper forms for returning adjunct contracts or requests for additional pay.

All academic departments use the Teaching Effort web form for:

- Adjunct Contracts (for current/returning adjunct faculty)
- Request for Additional Pay (for current roster faculty and staff with teaching duties).

Summary of Process:

A. INITIATE: Department administrative assistants initiate the Teaching Effort web form.
   1. Initiators log in to MyCharleston ➔ click MyForms tab
   2. Choose the appropriate Teaching Effort web form.
   3. Complete the online form.
   4. Click Submit. This information will be electronically sent to the approval personnel within the requested program/department via Banner Workflow.

B. APPROVALS: Approvers review the Teaching Effort request and move it along the approval chain.
   5. Approvers automatically receive email notification when a new request is submitted.
   6. Approvers log in to MyCharleston ➔ click MyWorkflow tab.
   7. Choose the appropriate Teaching Effort request and Open Workflow.
   8. Indicate approval decision and click Complete (add comments if not approved).

C. COMPLETED: Teaching Effort request is sent along the approval chain and is approved or not approved with comments.
   9. Initiators receive email notification when the Teaching Effort request is sent to approvers and when it is reviewed and approved.
   10. The final stop is the Human Resources office. Finalized documents will be available for viewing in BDMS by department chairs and those department administrative assistants with proper BDMS access.
Getting Started: Accessing the form

- The Interactive Forms are located in MyCharleston (my.cofc.edu) on the MyForms tab.

- There are three versions of the Teaching Effort interactive form.
  - Teaching Effort – for non-summer, non-North campus course offerings.
  - Teaching Effort – North Campus – For all courses offered at the North Campus
  - Teaching Effort – Summer School – For all courses taught during any of the summer sessions.

- Choose the form that is appropriate for the courses you will be entering on the form. In some cases you will need to enter more than one form for a faculty member to accommodate the variety of courses being taught. A separate form is required for each “Index” number being charged.
Teaching Effort: Completing the Form

- After selecting the appropriate form from the menu on the MyForms tab, the initial form appears:

![Teaching Effort Form](image)

- Enter the CWID of the faculty member to be paid for the course(s) or who is receiving this zero-pay assignment. (Note: Reminder, this form can only be used with faculty who have already been hired and have received a CWID. Teaching effort contracts for new adjunct faculty will still follow the paper procedure.)

- Click the Next button.
Teaching Effort: Completing the Form

- The faculty member’s name will have been pre-filled for you based on the CWID you entered.

- Complete the form in the order it is laid out because previous answers affect the available values in later drop-down boxes.

- When choosing the courses from the drop-down list, you may hold the CTRL key to choose more than one course.
Teaching Effort: Submitting the Form

- After completing the form, you must **accept** the terms and conditions (thus providing your “signature”) and also click the **Submit** button.

- After submitting the form, you are given the opportunity to print a facsimile of the form for your records. This copy shows CWID and all of the selections you made. A copy of the form will also be e-mailed to you. This copy does not contain the CWID and does not show all of your selections, only those that are necessary for the approver.
MS Outlook: Setting Rules for E-mail Notifications

- Microsoft Outlook allows users to create rules to have e-mail messages do something before they are read. As a Teaching Effort web form initiator, you may receive a variety of messages from the Workflow software, and you may not want to read these e-mails as soon as they appear in your Inbox. You have the option of automating how these e-mails are handled by setting up Inbox rules to direct these messages to an identified folder. Here are some instructions for Outlook 2010 users (or you can click the Help icon in Outlook---it is the blue circle with a white question mark in the upper right hand corner of the screen).

- Create a folder where you want the e-mail to be sent. Right mouse click on your Mailbox and select New Folder.

Choose a name for the folder (something you will recognize) and click OK.
**MS Outlook: Setting Rules for E-mail Notifications**

- On the **Home tab**, click **Rules**. Select **Manage Rules & Alerts**...

![Image of MS Outlook with rules settings](image)

- Click on **New Rule**.

![Image of MS Outlook rules wizard](image)

- Under **Stay Organized**, select **Move messages from someone to a folder**.
MS Outlook: Setting Rules for E-mail Notifications

- In the Step 2 box, click the link for **people or public group**.

  ![Step 2: Edit the rule description](image)

  *Apply this rule after the message arrives from people or public group; move it to the specified folder and stop processing more rules.*

  **Example:** Move mail from my manager to my High Importance folder

- Type **workflow@cofc.edu** (for Teaching Effort notifications and TE Status requests) in the **From** box. Click **OK**.

- In the Step 2 box, click the link for **specified folder**.

  ![Step 2: Edit the rule description](image)

  *Apply this rule after the message arrives from workflow@cofc.edu; move it to the Teaching Effort Workflows folder and stop processing more rules.*

- Click **Finish**.

**Note:** This is a very basic rule setup. Please feel free to further customize this rule if necessary.
Frequently Asked Questions

Q: May I use the Teaching Effort form to process all of my adjunct contracts?

A: The Teaching Effort form can only be used for current employees, after the faculty member has been added to Banner as an employee and has received a CWID. Adjunct contracts for new employees still require the use of paper forms.

Q: How long will it take for a submitted Teaching Effort form to appear in the My Worklist of the first approver?

A: It will take fifteen (15) minutes or less for an item to move from initiator to first approver or from one approver (once acted on) to the next approver.

Q: You have a question on the form, “Will this person need new credentials?” Since this person is already employed here, when would new credentials be required?

A: New credentials are required when: 1) a faculty member is teaching their first graduate level course; 2) the faculty member is teaching in a new discipline; or 3) the person is staff or administrative and is teaching for the first time. Contact Anastasia Emelianoff (abemelia@cofc.edu) if you have questions about the faculty member's credentials or would like to confirm they are on file.

Q: Do I have to do a separate form for a different Index number?

A: Yes. We are only allowing one Index number per form. Total salary should be divided equally among the account numbers. Separate teaching effort forms should be completed for adjuncts who are teaching in multiple disciplines.

Q: How do I submit a teaching effort form for someone teaching courses that are in different parts of term (Full term, Express I, Express II)?

A: We are only allowing one term per form. Be sure to indicate in the comments section if the instructor is teaching an additional course in a different part of term. Total salary should be divided equally among the known terms.
Frequently Asked Questions

**Q:** How will I know when the teaching effort form I submitted has gone through the approval process and arrived in HR?

**A:** Once the teaching effort form has been approved by HR, both the instructor listed on that teaching effort form and the initiator of the form will be notified by email that the contract is available for the instructor’s signature in Human Resources.
Teaching Effort: Assistance

Getting Help

- If you encounter any technical difficulties when using Banner Workflow, please contact the College of Charleston Help Desk (helpdesk@cofc.edu or 843-953-3375).

- If you have any further questions about the Teaching Effort web form, please e-mail: murphyb@cofc.edu