

## **Faculty Load and Compensation (FLAC) Frequently Asked Questions from Editors**

### **“I don’t see my faculty in FLAC SSB”**

- If it is a new adjunct faculty member:
  - Confirm FAF was submitted, and all onboarding steps have been completed with HR
- If it is a returning adjunct faculty member:
  - Confirm the adjunct has been assigned courses with the registrar’s office
  - Then reach out to the Provost Office to confirm the contract type is correct.

### **“I’m not able to see the course(s), but I can see the individual adjunct”**

- Reach out to the FLAC email for assistance at [adjunct\\_contracts@shu.edu](mailto:adjunct_contracts@shu.edu)

### **“I have adjuncts still showing up that should have been removed from FLAC”?**

- Confirm the adjunct was removed from the course assignment(s) in the Registrar's office. Please allow at least one full business day to see any changes reflected in the Banner system.

### **“Can I add notes to the comments section?”**

- The comment section is not monitored, does not send communications, and is not visible to the adjunct. It is recommended to use email for communicating.

### **“I locked an adjunct record in FLAC and the adjunct acknowledged, but I need to make a change to the amount, index/account number or distribution percentage of course ownership. “**

- To make updates after a record has been acknowledged, send an email to [adjunct\\_contracts@shu.edu](mailto:adjunct_contracts@shu.edu) and copy the Dean with the specifics that need to be changed.

### **“I see a faculty that does not belong to my department”**

- Only make updates to adjuncts that are part of your own department.
- If it is defaulting to the Dean’s office, you will see others that also defaulted to Dean’s office.