

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Process for Faculty 1099 Contract</b>		<b>SOP #: FA.007.01</b>
Effective Date	9/02/2020	
Last Revision/Review	4/1/2020	

### 1. Purpose

This procedure describes the steps to be followed for the process of generating 1099 contracts for part time faculty.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

Faculty Affairs: receives hiring requisition and initiates signature process; generates contract

Department Chair of Clinical Medicine: Budgetary authority who approves budget for instructors in clinical courses (PCP/OMM)

Associate Dean of Pre-Clinical Education: Budgetary authority who approves budget for instructors in organ systems courses

Controller: Approves hiring requisition and maintains budget

### 4. Definitions/Abbreviations

CAPRI- Clinical and Professional Resource Information System

Budgetary authority-the individual responsible for the budget for part time faculty. For clinical courses (OMM, PCP), the budgetary authority is the Chair of Clinical Medicine. For the organ system courses, the budgetary authority is the Associate Dean for Preclinical Education.

Part-time faculty-Part-time faculty are faculty who are hired at less than 1.0 FTE. They may be hired as employees or as 1099 contractors depending on their roles and FTE allocation. Faculty hired at or below .30 FTE will be hired as a 1099 contractor unless the nature of the work qualifies for employee status (determined on a case-by-case basis).

### 5. Procedural Steps

1. Need for visiting faculty or guest lecturers is identified by a department chair or course director.
2. As early as possible, the course director or department chair consults with the Office of Pre-Clinical Education about the need for an instructor.
3. Once approved by the Office of Pre-Clinical Education, the course director or department chair identifies an instructor and obtains the instructor's CV. The instructor must have the appropriate qualifications for the teaching role, which will be verified during the hiring process. The course director or department chair sends the CV to the Office of Pre-Clinical Education for review.
4. The Office of Pre-Clinical Education will initiate a visiting faculty/guest lecturer hiring requisition for the requested teaching, and discuss the request with the budgetary authority for either clinical courses (OMM, PCP) or organ system courses to assure sufficient funds are available for the proposed teaching assignment.
5. The visiting faculty/guest lecturer hiring requisition will then be forwarded to the Office of Faculty Affairs. The request should include the number of service hours expected and specific duties

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assigned, such as preparing course materials, delivering instruction, and preparing a certain number of exam questions. Generally, up to 4 hours of preparation time is allocated per lecture hour. Preparation time may vary for lab or other assignments. The hiring requisition should be submitted to Faculty Affairs with a copy of the instructors' CV.

6. Faculty Affairs initiates distribution of the hiring requisition and CV for signatures from the following departmental representatives in the following order 1) Faculty Affairs 2) Budgetary authority 3) Controller 4) Dean/CAO 5) President. Once all signatures are obtained the contract may be executed.
7. Faculty Affairs utilizes the Part Time Faculty 1099 Contract Template to execute the contract filling in fields as appropriate. The Adobe contract is emailed to the instructor along with a W9 if one is not already on file. Signatures from the instructor and President are obtained electronically. The instructor may return the W9 to Faculty Affairs by email to be delivered to the Controller or they may mail it to BCOM c/o Controller.
8. Once the contract is fully executed, the CAPRI add process is initiated by Faculty Affairs and verified by HR to provide badge and/or IT privileges for the instructor. If appropriate, appointment may be initiated by Faculty Affairs.
9. The department chair and/or course director are responsible for communicating with the instructor regarding teaching expectations and utilizing BCOM materials. Visiting instructors have access to library materials, educational technology as assigned, and relevant support. They will not be granted access to Examsoft. Guest lecturers will generally not be granted any IT privileges, so it is up to the course director to obtain and post any teaching materials or exam questions. Temporary access to materials to create or record lectures may be granted for guest lecturers on an as-needed basis by contacting Faculty Affairs.
10. After the teaching assignment is complete, or in intervals agreed upon with the department chair, the instructor will report service hours to the department chair or the course director, who will verify completion of the contracted duties. The completed hours will be sent to the budgetary authority for review and then to the Controller to process payment.

### **6. Reports/Charts/Forms/Attachments/Cross References**

Visiting Faculty/Guest Lecturer Hiring Requisition

Part Time Faculty 1099 Contract Template

### **7. Maintenance**

This SOP will be reviewed annually and updated as needed.

Disseminated for review and feedback by:

Director of Faculty Affairs: Christa Vaudrey

Faculty Affairs Administrative Assistant: Stephanie Caballero

Senior Associate Dean of Academic Affairs-Robert Ketchum

Controller- Renee Huber-Landrum

Human Resources Director-Dawn Leake

Human Resources Assistant Director-Doris White

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Department Chairs:

Debra Bramblett

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Robert Goldsteen  
David Rodenbaugh

### 8. Signature



4.1.2021

Jennifer Eastwood, Assistant Dean of Faculty Affairs

Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
4/1/2021	4	Added definition for part-time faculty	Addition of language for clarification	