

**UMKC Conservatory of Music and Dance**  
**Procedures for Part-Time Faculty Course Enrollment**  
**Rev. 4/3/15**

Payroll and HR processing: Jane Allen, [allenja@umkc.edu](mailto:allenja@umkc.edu), 235-6732, Olson PAC 413

Student enrollment (Pathway): Helen Perry, [perryh@umkc.edu](mailto:perryh@umkc.edu), 235-2956, GH 143

Contracts and load sheets: Carol Dale, [dalev@umkc.edu](mailto:dalev@umkc.edu), 235-2731, Olson PAC 417

1. Each division chair notifies Helen Perry, Jane Allen (HR), and Carol Dale of part-time faculty needs. By email, include the names of the part-time faculty, which courses (including course numbers) will be taught and when, and any other relevant details needed. Deadline for the fall semester: April 1. Deadline for the spring semester: October 1. Deadline for summer semester: March 1.
2. New part-time faculty must submit a CV, a biography suitable for the Conservatory website, transcripts, and headshot prior to a contract being issued, and they will have a criminal background check. Contracts are sent out by June 15 and are returned to Carol Dale. For faculty to be paid in the first pay period, contracts must be signed and returned by July 15 for the fall semester and December 1 for the spring semester.
3. HR uses signed contracts and load sheets for HR processing and payroll. Payroll is based on enrollment figures as of the end of week two. Contracts returned late will mean faculty payroll is delayed an entire month.
4. Advisors confirm that all faculty (including GTA's) are listed in correct sections of courses in Pathway. Enrollment/Pathway discrepancies should be reported to Helen Perry.
5. Advise students / conduct placement auditions.
6. **All faculty are required to check Pathway course rolls for accuracy, especially in the first two weeks of school.** Enrollment/Pathway discrepancies should be reported immediately.
7. Students must enroll in the correct section of courses **no later than end of week 2.**
8. All faculty continue to check Pathway course rolls for accuracy.
9. Enrollments are imported into the database from day one (Carol Dale) and will not be imported after census freeze (week 4). Faculty load sheets come from Pathway data.
10. The Dean's office generates load sheets for each faculty member; division chairs distribute them to faculty in their division. Notify Jane, Helen, and Carol of Pathway discrepancies.
11. All faculty must continue to check Pathway course rolls for accuracy.