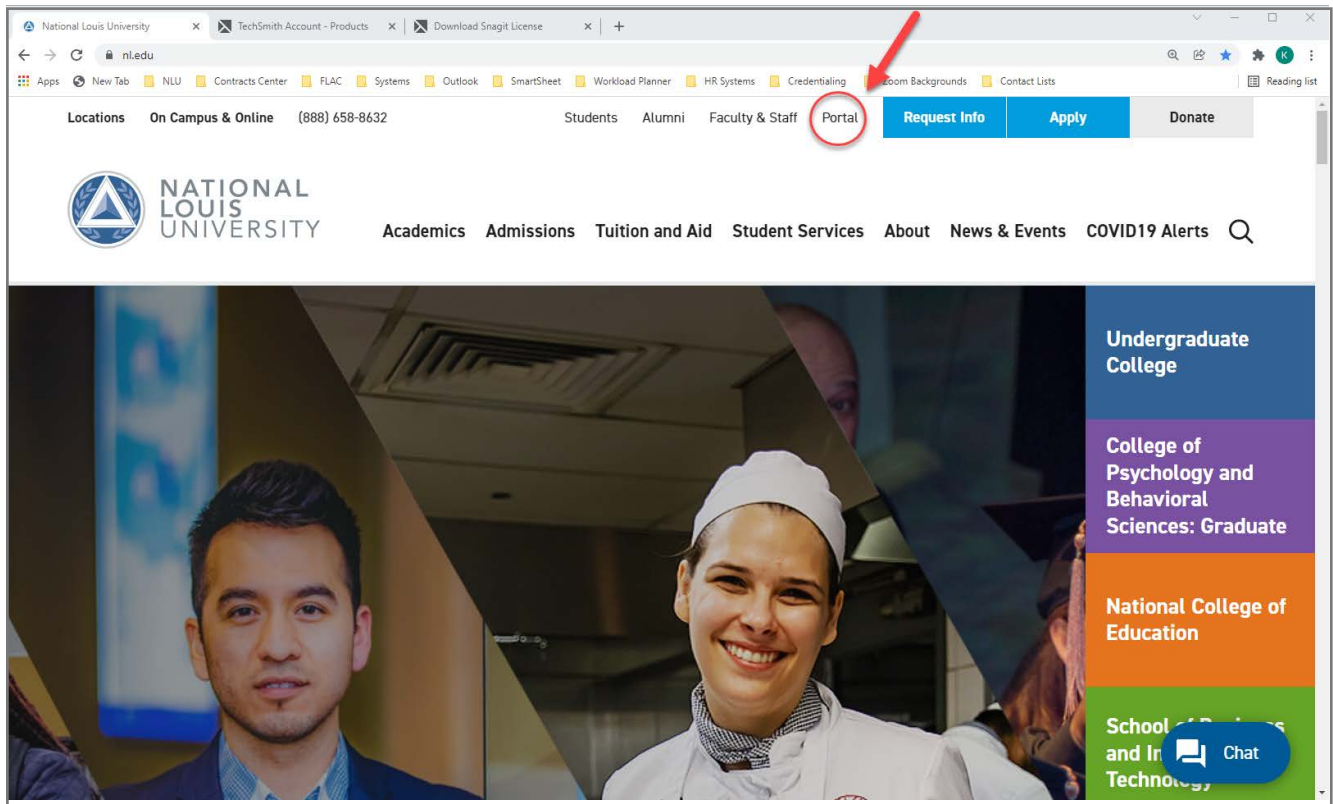
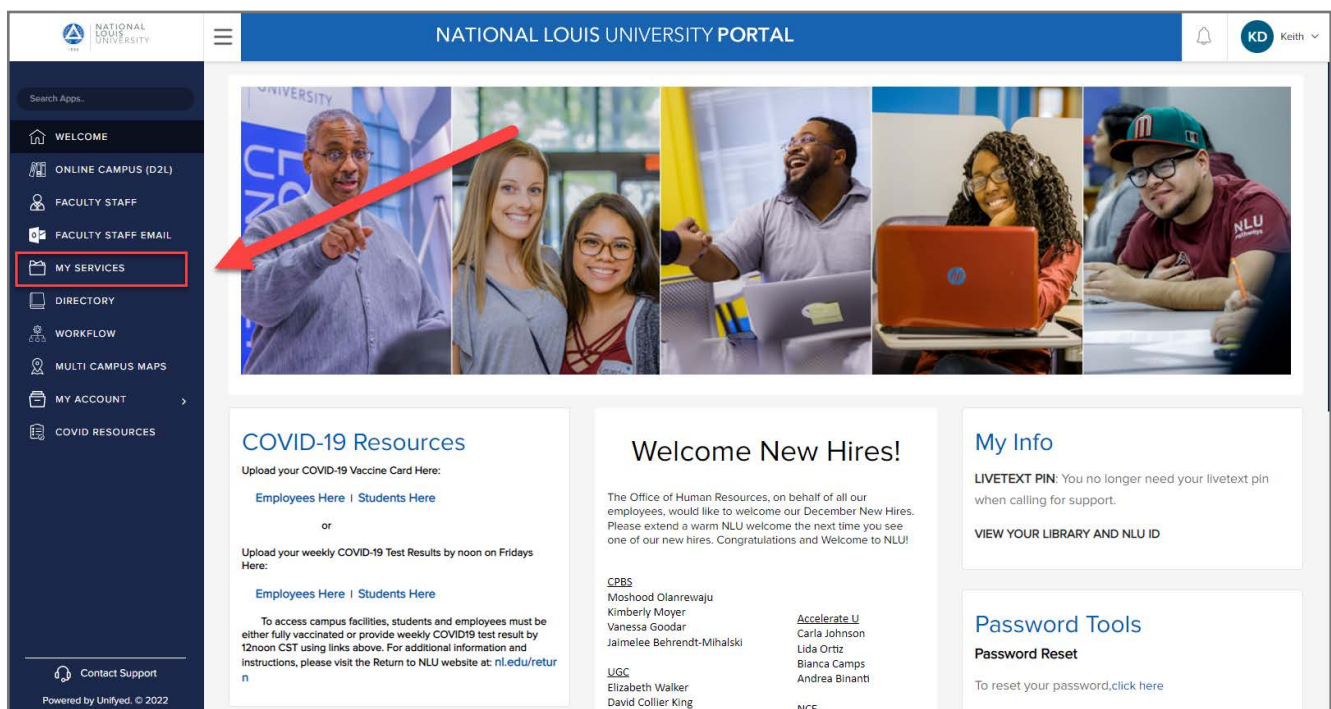


How to Acknowledge Contracts at NLU

From the NLU web site (<http://www.nlu.edu/>), click on the NLU Portal and enter your Username and Password when prompted.



After login, select My Services from the Apps modal on left side of the Portal page.



Next, select the Employees tab to access the Faculty Load and Compensation menu.

The screenshot shows the National Louis University My Services portal. The top navigation bar includes tabs for My Information, Faculty and Advising, Employees, Finance, My Resources, and Old Self Service. The Employees tab is selected and highlighted with a red box. Below the navigation bar, the Employees section displays a grid of options: Banner Admin, Employee Dashboard, Direct Deposit, Time Sheet - Hourly Employees, Faculty Load and Compensation, Approved to Teach Courses, Workflow, Banner Access Request Form, and Data Lake Access Request Form. The Faculty Load and Compensation option is highlighted with a red box and a red arrow pointing to it.

Select Compensation and Acknowledgement from the Faculty Load and Compensation menu.

The screenshot shows the Faculty Load and Compensation menu. The top navigation bar includes tabs for Personal Information, Faculty Services, Employee, Finance, Person / Course Lookup, and Acknowledgement. The Employee tab is selected and highlighted with a red box. Below the navigation bar, the Faculty Load and Compensation section displays a list of options: Compensation and Acknowledgement, Faculty Compensation Administration, and Summary View of Locked and Unlocked Status. The Compensation and Acknowledgement option is highlighted with a red box and a red arrow pointing to it.

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Load and Compensation

- Compensation and Acknowledgement
- Faculty Compensation Administration
- Summary View of Locked and Unlocked Status

RELEASE: 8.9.1.3

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The Compensation and Acknowledgement page details the terms and conditions of Adjunct Faculty employment and provides links to the Adjunct Guidebook, Faculty Guidebook, and HR Policies & Procedures.

To acknowledge a contract, follow the three steps outlined below.

Personal InformationFaculty ServicesEmployeeFinancePerson / Course LookupAcknowledgement

SearchGo

RETURN TO FACULTY COMPENSATION MENU SITE MAP HELP EXIT

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

I acknowledge that I have been advised of and accept the following terms and conditions of Adjunct Faculty employment with National Louis University (NLU). By acknowledging this contract, I agree that I have access to, and will adhere to, applicable National Louis University policies and procedures including those in the Adjunct & Faculty Guidebook and NLU Policies available at [Adjunct Guidebook](#), [Faculty Guidebook](#) and [HR Policies & Procedures](#). Additionally, I acknowledge Adjunct Faculty members are expected to follow applicable guidelines regarding orientation and credentialing requirements to be considered for a contract at NLU.

Important note regarding EAB: EAB's Campus Platform will enable NLU to offer a best-in-class student experience through providing faculty and staff access to up-to-date student data, allowing for personalized communication, targeted interventions based on early alerts, and aligned wrap-around supports.

I acknowledge my awareness that all faculty are required to complete each Progress Report, even if there are no student concerns to report. Failure to do so may result in removal from future contract consideration.

For more information please visit the [EAB section of the NLU Faculty Orientation](#).

The policies and Guidebook are subject to change with notice sent to your NLU e-mail account. It is each Adjunct Faculty member's responsibility to access the NLU e-mail system.

Adjunct Faculty members are expected to maintain appropriate professional decorum and to use appropriate channels for raising issues or disagreements with colleagues or administrators. You are expected to fulfill your Adjunct Faculty role and responsibilities acting at all times in good faith for the best interest of the University.

The amount being paid through this teaching contract covers all expenses incurred in connection with the administration and instruction of the course, including but not limited to the cost of smartphones or other electronic devices that the employee owns, voice or data plans on such devices, internet service at the employee's residence, other home-office equipment or furniture and like expenses, mileage and transportation costs incurred by the employee to travel to the instructional or other sites and any required or optional training offered by the institution.

Name and ID:

Term:201460 - Summer 2014Go

1 Select the term and click on go.

A99898-60 Overload - CAS Human Svs.

Faculty Acknowledgment:☐Acknowledgment Date:

2 Click on the Faculty Acknowledgement checkbox for each position listed.

Organization: 020052, Counseling and Human Services

Contract Type: FT - TenuredContract Note:

Instructional	CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	60201-01	HSC-524-Human Services:Core-Counseling	0	AS			3.000	3.000	2.910	0	100
Job Assignment Compensation:											4,675.00

B99898-60 Overload - Human Serv. (NT)

Faculty Acknowledgment:☒Acknowledgment Date:07/17/2014

Organization: 020052, Counseling and Human Services

Contract Type: FT - TenuredContract Note:

Non-Instructional	CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
		DD_3 - Doctoral Director/Chair				0.250					
Job Assignment Compensation:											2,322.00

Comment

3 Click the Acknowledge Selected Positions button to acknowledge the positions selected above. An acknowledgement date will appear for each.

Acknowledge Selected PositionsSave Comment

Download Compensation Data

For questions about positions or how to acknowledge contracts, please email contracts@nl.edu.