Faculty Load and Compensation (FLAC) Instructions:
Adjunct Faculty Acknowledgement – Step by Step Instructions

You will receive an email to your **SHU** email address when a course assignment(s) is ready for review and acknowledgment.

Essential steps to acknowledging your contract:

1. Log in to Pirate Net
2. Select the Self-Service Banner tile
3. Click on the Employee Dashboard tile
4. Click on View Employee Dashboard
5. Choose Faculty Load and Compensation under My Activities
6. Click on the Compensation and Acknowledgement tile
7. Select the term to review
8. Review your assignments and click on the contract note icon to review your contract
9. Check the faculty acknowledgement checkbox
10. Select acknowledge selected positions

Illustrated instructions:

Choose Faculty Load and Compensation- Under My Activities
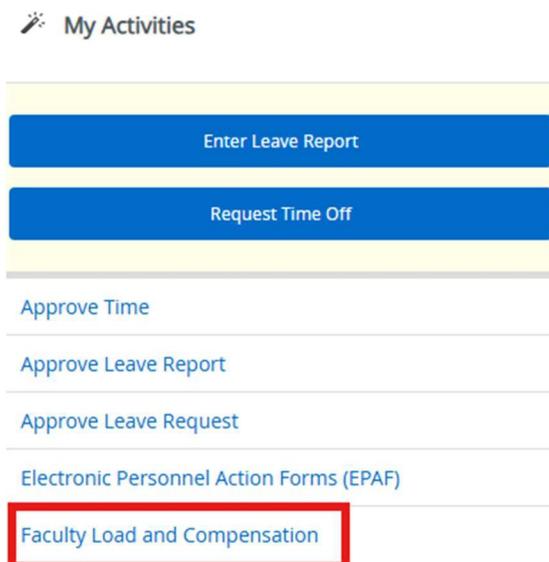
Click on the Compensation and Acknowledgement tile

Compensation and Acknowledgement

Allows only faculty members to review and acknowledge their faculty instructional and non-instructional assignments and associated compensation.

Select the Term to review (Ex. 202510-Spring 2025) and click Go.

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 sele
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
calculation. Insert and view previous comments.

Name and ID:

Term *

202510 - Spring 2025 ⌄ | Go

A list of your pending Assigned Courses will appear below the drop-down.

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
13257-01	COST-1600-COST - Speech and Theatre	00	EC			3.000	3.000	2.500	0	100	3,600.00
								Calculated Compensation:		3,600.00
								Job Assignment Compensation:		3,600.00

Review your contract by selecting the icon next to Contract Notes

Faculty Acknowledgment: ☐

Contract Note:

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Contract Notes

Term: 202510 - Spring 2025

Contract Type: Part Time - Adjunct

Notes: This assignment and your instructional duties shall be subject to and governed by all Seton Hall University policies, procedures and health and safety protocols, which are or may hereinafter be in effect. This includes, but is not limited to, the University's policy that adjunct faculty are employed on an at-will basis. As such, should you not complete or satisfy your obligations with respect to the above listed course(s) for the above listed Academic Year or Semester, the salary amount will be pro-rated based

Check the faculty acknowledgment box for the assignment(s) that you wish to acknowledge, thereby agreeing to the terms and conditions of the job then select Acknowledge Selected Positions

Please only acknowledge assignments that appear correct. If you have any questions about an assignment, contact an administrator within your hiring department before acknowledging it. Timely acknowledgment is required for assignments to be paid, in accordance with the payroll calendar.

Once acknowledged, you will see an acknowledgment date.

Note

If an assignment is entered into the system but is not yet ready for your acknowledgment, you will see a message **"Job is not available for Acknowledgement at this time. Please retry at a later date"** *as is shown below.*

You are still able to acknowledge your other assignments. If you have a question about this unavailable assignment, please contact an administrator within your hiring department.
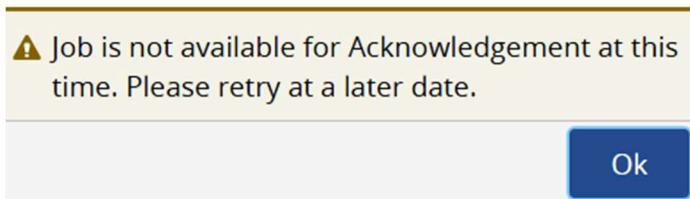
Click OK

Repeat the steps to review and acknowledge your other assignments (if you have any).