Add a Contract Party (candidate being hired)

Add Contract Party

“Owner” Type: ALWAYS No (system defaults to No automatically)
Contract Party Type: Other
Name: Use legal first and last name. Middle initial may be added if hire includes it in formal name.

Contacts- complete all fields listed below
Name: Re-enter name as entered when adding Contract Party above
Type: Other
First Name/Last Name: Same as above
Email: Email address where letter of appointment will be sent for signature
Mobile Number: Phone number where candidate can be reached
Addresses - complete all fields listed below

Name: Name: Re-enter name as entered previously
Type: Physical
Country:
Street Line 1: This is the only street line which will be included on contract.
   Include all details, including Apt, Suite or Box# on this line
City/Town, State/Province, Postal Code
**Request Contract (Letter of Appointment)**

- **Contract Request Name:** Use Naming Convention-Last, First, Faculty Rank, Dept Acronym
  
  *(e.g. Smith, John, Lecturer, MLC)*

- **Contract Request Template:** Employment

*For faculty letters of appointment - *always select Employment*
**Instructions**
-No entry required

**Details**
-Verify Contract Request Name is correct and entered using the standardized naming convention
Attachments

- Add Hiring Proposal Form (required) and any addenda if applicable
Questions

- **Contract Name:** Re-enter to match Contract Request name

- **Employment Contract Type:** Always Faculty

- **Faculty Contract Type:** Hire type as indicated on Hiring Proposal form

- **See below:**

- **Work Group:** Always Select “Search” then click ➤ next to “Employment”, then click ➤ next to “Faculty” to show correct workgroups.
- **Honorific:** select accurately - will appear on letter of appointment

- **Second Party:** Candidate being issued offer letter. Must be entered as Contract Party in TCM before requesting contract

- **Additional Second Parties:** N/A

- **Faculty Rank:** Rank as indicated on Hiring Proposal - *do not abbreviate*

- **Start Date:** date as indicated on Hiring Proposal

- **End Date:** date as indicated on Hiring Proposal (tenured faculty appointments do not have an end date)

- **Auto-Renew:** *leave all fields as-is*

- **Academic Year Start:** year employment will begin*

- **Academic Year End:** enter year following Start Year*

- **Base Salary:** Salary for a full academic year

- **Salary Per Month:** Divide base salary by 12 or 10 depending on contract type/term

*These fields do not appear for all contract templates*
Review and Complete
-This screen will indicate any incomplete fields. *System does not require attachments, so it will not flag a missing hiring proposal. This must be checked manually.*

Contract Request Workflow
-This screen may be used to see approvers before submitting request

Once request is complete, click “Complete Request” to submit to approval workflow.