



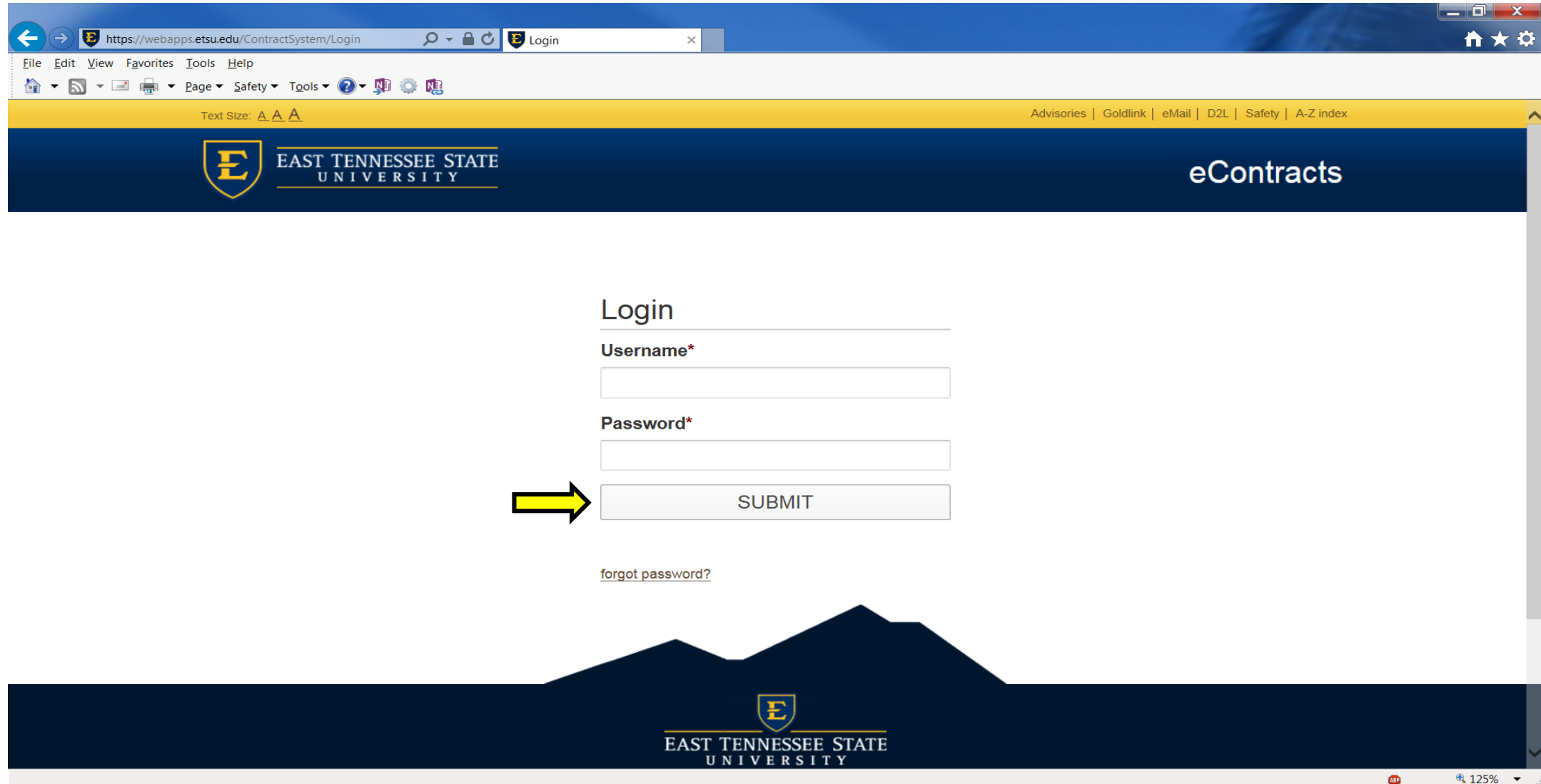
Adjunct Faculty Contract Training Guide

Log in to GoldLink to access the online contract system. Click on the **Administrative Staff** link to the left, then **Administrative Tools**, then click the **eContracts (Adjunct and GA)** link.

The screenshot shows the GoldLink ETSU Portal for Administrative Staff. The browser address bar displays <https://goldlink.etsu.edu/adminstaff>. The page features a navigation menu on the left with 'Employee' and 'Administrative Staff' (highlighted with a red box). The main content area is titled 'Administrative Tools' (highlighted with a yellow box) and contains a grid of application links. The 'eContracts (Adjunct and GA)' link is highlighted with a red box. Other visible links include ACALOG Publisher, ARGOS, Banner Test (TEST & TSTH), BDM Session Management, CMS (OU Campus), College Scheduler, Curriculog, ITS Request, eBucs, eJobs, eVals, ePrint, File Manager, ODS Meta Data Reporting View (ODSP/PROD), ODS Meta Data Reporting View (ODST/TEST), University Calendar, Time Record System (TRS), TracDat Enterprise (PIE), UC4, TargetX CRM, TargetX CRM - Test Sandbox, and TargetX CRM - Coordinators. The right sidebar contains 'Athletics Tools', 'Honors Reports', and 'FWS Rules & EH Exemptions'. The top right corner includes utility icons for D2L, EMAIL, DEGREE WORKS, HELP, and LOGOUT. The bottom right corner shows a system tray with a taskbar icon and a 125% zoom level.

You may also access the online contract system at <https://webapps.etsu.edu/eContracts/Login>.

Log in by entering your username and password (same information used to login to your computer), then click the **Submit** button.



The screenshot shows a web browser window displaying the login page for the ETSU eContracts system. The browser's address bar shows the URL <https://webapps.etsu.edu/ContractSystem/Login>. The page header includes the East Tennessee State University logo and the text "EAST TENNESSEE STATE UNIVERSITY" on the left, and "eContracts" on the right. Below the header, there is a navigation menu with links for "Advisories", "Goldlink", "eMail", "D2L", "Safety", and "A-Z index". The main content area features a "Login" section with two input fields: "Username*" and "Password*", both marked with an asterisk to indicate they are required. Below these fields is a "SUBMIT" button. A yellow arrow points to the "SUBMIT" button. Below the "SUBMIT" button, there is a link for "forgot password?". The footer of the page features the East Tennessee State University logo and the text "EAST TENNESSEE STATE UNIVERSITY". The browser's status bar at the bottom right shows a zoom level of 125%.

Text Size: A A A

Advisories | Goldlink | eMail | D2L | Safety | A-Z index

E EAST TENNESSEE STATE UNIVERSITY

eContracts

Login

Username*

Password*

→ SUBMIT

[forgot password?](#)

E EAST TENNESSEE STATE UNIVERSITY

125%

To start a new contract, move your cursor over 'new contract' and click **new adjunct contract** from the dropdown menu.

https://webapps.etsu.edu/ContractSystem/

Index | Admin

Text Size: A A A

Advisories | Goldlink | eMail | D2L | Safety | A-Z index

EAST TENNESSEE STATE UNIVERSITY

eContracts

home new contract ▼ logout [freemana]

new adjunct contract ←

new graduate contract

Waiting On You In Progress Completed Canceled

No Contracts Are Waiting On You

EAST TENNESSEE STATE UNIVERSITY

Office of Human Resources
ETSU Box 70564 | Dossett Hall, Room 307
Johnson City, TN 37614-1707
Email: humanres@etsu.edu
Phone: 423-439-4457 | Fax: 423-439-8354

125%

If you have the person's E#, type it in the **Person Search** field. After a short delay, the Search Results box to the right will populate (or you may click the **SEARCH** button).

Person Search ⊖

Person Search Search Results*

Create Adjunct Contract ⊖

Department* Term* Session

Name*

This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor Chair / Director Dean



If you do not know the person's E#, enter the name of the person (ex: Doe, John or John Doe). After a short delay, the Search Results box to the right will populate (or you may click the **SEARCH** button).

If the correct person is not showing, click the **dropdown arrow** to view additional names from which to choose. The E# shows up in the search results to help ensure you have the correct person.

Highlight the appropriate person from the list and click on the name.

Person Search

Person Search

Smith, John

SEARCH

Search Results*

Arrowsmith, John (E000)

Arrowsmith, John (E000)

Goldsmith, Johnny M (E0000)

Smith, John A (E00)

Smith, John Allen (E00)

Smith, John Ashley (E00)

Smith, John Cullen (E00)

Smith, John D (E00)

Create Adjunct Contract

Department*

- Select -

Name*

This is a revised contract

Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a **proxy or needs someone to sign in their absence**, enter the appropriate name in the respective box.

Supervisor

Chair / Director

Dean

SUBMIT

Once you have the correct person in the Search Results field, click the **Select** button. The person's name will automatically appear in the **Name** field in the **Create Adjunct Contract** section.

Note: if the person does not show up in the search results (i.e., they have never been affiliated with the university), type their name directly in the **Name** field (last name, first name).

Person Search

Person Search: Wright, Mary SEARCH Search Results*: Wright, Mary Angela (E00) SELECT

Create Adjunct Contract

Department*: - Select - Term*: Session:

Name*: Wright, Mary Angela This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor: Chair / Director: Dean:

SUBMIT

Select the **Department** by clicking the **dropdown arrow**.

Highlight and click on the department in which the person will be teaching (an error message will appear if you try to submit the contract and have not made a selection).

Person Search ⊖

Person Search Search Results*

Wright, Mary SEARCH Wright, Mary Angela (E00) ▾ SELECT

Create Adjunct Contract ⊖

Department* Term* Session

- Select - ▾

- Select -
Academic Technology Support
Accountancy
African American Studies
Allied Health Sciences
Appalachian Studies
Art & Design
Arts and Sciences CASE
Associate Dean Academic Affairs
Audiology & Speech-Language Pathology
Biological Sciences
Biostatistics and Epidemiology
Bureau of Business & Economic Research
Center of Excellence Appalachian Studies & Service
Chemistry
Cohort Programs
Communication and Performance

This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only)

Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a respective box.

Dean

The current **Term** will automatically populate. Click the **dropdown arrow** to select a future term (if available).

Note: if the person is teaching in the **Winter Term**, it must be selected using the dropdown arrow of the Spring term Session field.

Person Search

Person Search:

Search Results*:

Create Adjunct Contract

Department*:

Name*:

This is a revised contract

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor:

Chair / Director:

Dean:

Term*:

Session:

- Spring Full
- Winter 2019 ←

Hide Contract (12-month faculty (F7) and admin executives (AE) only)

The **Session** field populates for **Summer** and **Spring** terms. Click the dropdown arrow to select the appropriate session.

The **Summer** term has Pre-Session, Pre+Session 1, Full Session, Dual Session and Session 2; the **Spring** term has the Spring Full session and the Winter term.

home new contract ▼ logout

Person Search

Person Search: Wright, Mary SEARCH Search Results*: Wright, Mary Angela (E00) SELECT

Create Adjunct Contract

Department*: Accountancy Term*: Summer 2019 **Session**: Pre-Summer

Name*: Wright, Mary Angela This is a revised contract

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor: Chair / Director: Dean:

SUBMIT

Note: The Session dropdown menu is open, showing options: Pre-Summer, Pre + Session 1, Full Session, Session 1, Dual Session, and Session 2. A red box highlights the Session field, and a yellow arrow points to the dropdown arrow.

Click the **Revised Contract** checkbox if you are resubmitting a contract that was completed through the signature chain, but changes need to be made (i.e., course added/removed, funding change, etc.).

Person Search ⊖

Person Search Search Results*

Wright, Mary SEARCH Wright, Mary Angela (E00) SELECT

Create Adjunct Contract ⊖

Department* Term* Session

Accountancy Spring 2020 Spring Full

Name*

Wright, Mary Angela This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a **proxy or needs someone to sign in their absence**, enter the appropriate name in the respective box.

Supervisor Chair / Director Dean

SUBMIT

Click the **Hide Contract** checkbox if hiring a 12-month faculty member (FA employee class) or an Administrative Executive employee (AE employee class) to teach adjunct.

Once the person creating the contract submits it and hits the **Complete** button at their step, the contract will be sent directly to Completed (**no signed contract is needed**). The contract information is included in the reporting feature.

home new contract ▼ logout [freemana]

Person Search

Person Search Search Results*

Wright, Mary SEARCH Wright, Mary Angela (E00) SELECT

Create Adjunct Contract

Department* Term* Session

Accountancy Spring 2020 Spring Full

Name*

Wright, Mary Angela This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor Chair / Director Dean

SUBMIT

Click the **TnCIS** checkbox if hiring a faculty member who is teaching courses as part of the **Tennessee Consortium for International Studies**.

Once the person creating the (zero pay) contract submits it and hits the **Complete** button at their step, the contract will be sent directly to Human Resources (**no signed contract is needed**). The contract information is included in the reporting feature.

New Adjunct | Contract

webapps.etsu.edu/eContracts/Contract/New

home new contract admin system reporting logout [crigger]

Person Search

Person Search SEARCH Search Results* SELECT

Create Adjunct Contract

Department* Term* Session

Name* This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only) TnCIS

Please enter in the Supervisor, the Chair (academic) / Director (non-academic), the College Budget Authority and the Dean (academic) who needs to sign the contract. If the Chair/Director, College Budget Authority or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor Chair / Director College Budget Authority

Dean

SUBMIT

Enter the **Supervisor, Chair** (academic departments) / Director (non-academic departments) and **Dean** (academic departments) who need to sign the contract. The supervisor should auto-populate based on the department and can be changed if needed. The supervisor should be the same as the Chair for academic departments.

If the Chair/Director or Dean **uses a proxy or needs someone to sign in their absence**, then enter the appropriate name in the respective box.

If you hit Submit and realize you chose the wrong person, it can be changed on the next page.

home new contract ▼ logout [freemana]

Person Search

Person Search: Wright, Mary SEARCH Search Results*: Wright, Mary Angela (E00) SELECT

Create Adjunct Contract

Department*: Accountancy Term*: Spring 2020 Session: Spring Full

Name*: Wright, Mary Angela This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor: Chair / Director: Dean:

SUBMIT

Click the **Submit** button to generate the Adjunct Contract Form.

Person Search

Person Search: Wright, Mary SEARCH Search Results*: Wright, Mary Angela (E00) SELECT


Create Adjunct Contract

Department*: Accountancy Term*: Spring 2020 Session: Spring Full

Name*: Wright, Mary Angela This is a revised contract Hide contract (12-month faculty (FA) and admin executives (AE) only)

Please enter in the Supervisor, the Chair (academic) / Director (non-academic) and the Dean (academic) who needs to sign the contract. If the Chair/Director or Dean uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

Supervisor: Chair / Director: Dean:

SUBMIT 

The top portion of the Adjunct Contract Form will be automatically populated. You will be able to edit the **Name, Organization Code, Check Distribution, Timekeeping Location, Supervisor, Chair/Director, Dean, Term** and **Session** fields.

The **Position Number** for adjunct contracts will be blank (to be completed by Human Resources).

The screenshot displays the 'Adjunct Contract Form - Existing Employee' interface. The header includes the East Tennessee State University logo and the text 'eContracts'. Navigation links for 'home', 'new contract', and 'logout' are present. The form fields are as follows:

Name*	ENumber	Contract Title*	Position Number	Employee Class
Wright, Mary Angela	HR Only	Adjunct Faculty		AD
Department*	Organization Code*	Check Dist No*	Timekeeping Location*	
Accountancy	22050	T509	T509	
Supervisor*	Supervisor ENumber*	Chair / Director	Dean	
Burkette, Gary D (BURKETTE)	HR Only	Burkette, Gary D (BURKETTE)	Depew, Dennis Ray (DEPEWD)	
Box No*	Term*	Session		
Box 70710	Spring 2020	Spring Full		


Additional options at the bottom of the form:

- Overload
- TN eCampus
- Dual Service
- Revised Contract

Check the appropriate box if the contract is an **Overload**, **TN eCampus (RODP)**, **Dual Service** or a **Revised Contract** (the revised contract box will already be checked if selected on the Create Adjunct Contract screen, or you may check it here if you forgot to do so on the initial page).


A revised contract will be blue with a Revision watermark on it once you submit the form.

If **Dual Service** is selected, an **Employed By?** text box will appear to the right; manually enter the appropriate entity.

eContracts

[home](#) [new contract ▼](#) [logout](#)

Adjunct Contract Form - Existing Employee ⊖

Name*	ENumber	Contract Title*	Position Number	Employee Class
<input type="text" value="Wright, Mary Angela"/>	<input type="text" value="HR Only"/>	<input type="text" value="Adjunct Faculty"/>	<input type="text"/>	<input type="text" value="AD"/>
Department*	Organization Code*	Check Dist No*	Timekeeping Location*	
<input type="text" value="Accountancy"/>	<input type="text" value="22050"/>	<input type="text" value="T509"/>	<input type="text" value="T509"/>	
Supervisor*	Supervisor ENumber*	Chair / Director	Dean	
<input type="text" value="Burkette, Gary D (BURKETTE) ▼"/>	<input type="text" value="HR Only"/>	<input type="text" value="Burkette, Gary D (BURKETTE) ▼"/>	<input type="text" value="Depew, Dennis Ray (DEPEWD) ▼"/>	
Box No*	Term*	Session		
<input type="text" value="Box 70710"/>	<input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; width: 100%;" type="text" value="Spring 2020"/>	<input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; text-align: center; width: 100%;" type="text" value="Spring Full"/>		
<div style="border: 2px solid red; padding: 5px;"><input type="checkbox"/> Overload <input type="checkbox"/> TN eCampus <input type="checkbox"/> Dual Service</div> <input type="checkbox"/> Revised Contract				
				 Employed By? <input style="width: 100%; height: 20px;" type="text"/>

Complete the **Courses** section by filling in the **Course ID**, **Paid** and/or **Unpaid Hours**, and the **Pay Rate** fields.

The **Course Id** and **Course Title** fields will automatically populate if the course has an instructor of record assigned.

If the course does not populate, begin keying the Course ID (ACCT, CSCI, etc.) and a dropdown menu will appear with a list of courses from which to choose. The course title will automatically populate when a course is selected.

The **section number** will show for courses that automatically populate (ex: ACCT-1010-001). **If you are adding a course manually, you will be required to enter the section number in the Course Id field.** Just type in a hyphen (-) followed by the three digit section number after the course number.

home new contract ▼ logout

Overload TN eCampus Dual Service

Revised Contract

Courses - [Add Course](#)

[Remove](#)

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
<input type="text"/>	<input type="text"/>	# <input type="text" value="0.00"/>	# <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

Prior SACS not found Course Is Zero Pay

		Total Paid	Total Unpaid	Total Salary
		0.00	0.00	\$0.00

Index Number(s) - [Add Index Number](#)

[Remove](#)

Index Number*	Percentage*
<input type="text"/>	<input type="text" value="100.0%"/>
	100.0%

The **Course Salary** field will automatically calculate based on the number of paid hours and pay rate entered.

The **1/32 salary rule** will automatically calculate in the Pay Rate field if you are hiring a regular 9-month faculty member to teach Summer/Winter terms (can be edited).

Overload TN eCampus Dual Service

Revised Contract

Courses - [Add Course](#)

[Remove](#)

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	\$ 750.00	\$ 4,500.00

Prior SACS not found

Course Is Zero Pay

Total Paid
6.00

Total Unpaid
0.00

Total Salary
\$4,500.00

Index Number(s) - [Add Index Number](#)

Remove	Index Number*	Percentage*
		100.0%
		100.0%

Click the **Add Course** link to add a course; click the **Remove** link to delete a course.

Overload

TN eCampus

Dual Service

Revised Contract

[Courses - Add Course](#)



[Remove](#)



Course Id*

Course Title*

Paid Hours*

Unpaid Hours*

Pay Rate*

Course Salary*

ACCT-1010-001

Principles of Accountin

6.00

0.00

\$ 750.00

\$ 4,500.00

Prior SACS not found

Course Is Zero Pay

Total Paid
6.00

Total Unpaid
0.00

Total Salary
\$4,500.00

[Index Number\(s\) - Add Index Number](#)

[Remove](#)

Index Number*

Percentage*

100.0%

100.0%

Look at the **SACS indicator** to see if a SACS form has already been completed for the course.

This will assist in determining what you need to select when completing the **'Faculty Competency'** section under **Credentials** (page 23).

home new contract ▼ logout

Overload TN eCampus Dual Service

Revised Contract

Courses - [Add Course](#)

[Remove](#)

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	\$ 750.00	\$ 4,500.00

Prior SACS not found Course Is Zero Pay

Total Paid	Total Unpaid	Total Salary
6.00	0.00	\$4,500.00

Index Number(s) - [Add Index Number](#)

Index Number*	Percentage*
<input type="text"/>	<input type="text" value="100.0%"/>
	100.0%

[Remove](#)

Check the **Course is Zero Pay** box if the course is uncompensated. Click the dropdown menu in the **Zero Pay Reason** box to select a reason the course is unpaid.

If the reason is not listed in the options available, click the blank space (blue line) to return to the default value of add/select a reason and manually type in the reason.

Make sure to enter the number of hours that are uncompensated in the **Unpaid Hours** field.

home new contract ▼ logout


Overload TN eCampus Dual Service

Revised Contract



Courses - [Add Course](#)

[Remove](#)

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	\$ 750.00	\$ 4,500.00

Prior SACS not found  **Course Is Zero Pay**

Zero Pay Reason

add / select a reason  

- Instructor is 12 month faculty and ineligible for pay
- Instructor is Dual-Service and paid through another contract
- No compensation is associated with course
- Course is offered at 2-levels. Paid hrs/pay is applied to one level only
- Course pay is applied to a cross-listed course
- Instructor is not eligible for course pay

Index Number(s) - [Add Index Number](#)

Index Number*	Percentage*
<input type="text"/>	100.0%

[Remove](#)

100.0%

Complete the **Index Number(s)** section by filling in the **Index Number** and **Percentage** fields. When you begin keying the index number, a dropdown menu will appear with a list of indexes from which to choose (you may also search by index name).

The total of the **Percentage** field must equal 100%.

Click the **Add Index Number** link to add an index; click the **Remove** link to delete an index.

home new contract ▼ logout

Courses - [Add Course](#)

[Remove](#)

Course Id*	Course Title*	Paid Hours*	Unpaid Hours*	Pay Rate*	Course Salary*
ACCT-1010-001	Principles of Accountin	# 6.00	# 0.00	\$ 750.00	\$ 4,500.00

Prior SACS not found Course Is Zero Pay

		Total Paid	Total Unpaid	Total Salary
		6.00	0.00	\$4,500.00

Index Number(s) - [Add Index Number](#) ←

[Remove](#) ↑

Index Number*	Percentage*
<input type="text"/>	<input type="text" value="100.0%"/>
	100.0%

Complete the **Credentials** section by first **checking the highest degree related to the course(s) being taught**. Look at the **Transcript On File** indicator to the far right to help with completing the **official transcript** section (page 23).

Only the **highest related degree** needs to be checked and **will be the only one displayed when the form is submitted**.

Click the **Add Degree** link to add the highest degree if it is not listed (if you manually add a degree, the transcript will show as **not on file** when you submit the form; if you know the transcript is on file, just check On File under the Official Transcript section and make a note in the Comments section).

Note: degree/transcript information will be hidden for regular 9-month faculty who are teaching as adjunct.

home new contract ▼ logout

Credentials

Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
<input type="checkbox"/> Applicable to courses	Management	Bachelor of Business Admin.	East Tennessee State Univ	<input checked="" type="checkbox"/> On File
<input checked="" type="checkbox"/> Applicable to courses	Business Administration	Master of Business Admin	Colorado State Univ Ft Collins	<input checked="" type="checkbox"/> On File

[Add Degree](#)

Highest degree for the **teaching discipline** is from a regionally accredited comparably recognized non-US institution

Official transcript:

On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

academic preparation **AND / OR**

professional experience **and** (SACS form attached with contract SACS form on file in the Office of Human Resources)

SUBMIT DELETE

If degree information does not automatically populate, you will need to enter the **Discipline of Study**, **Highest Degree for the Teaching Discipline** and **Institution** in the boxes provided.

Credentials

Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

[Remove](#)

Discipline of Study

Highest Degree for Teaching Discipline

 ▼

Institution

[Add Degree](#)

Highest degree for the **teaching discipline** is from a regionally accredited comparably recognized non-US institution

Official transcript:

On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

academic preparation **AND / OR**

professional experience **and** (SACS form attached with contract SACS form on file in the Office of Human Resources)

SUBMIT

DELETE

Check the appropriate radio button/checkbox in each of the next three sections.

If a prior SACS form was not found (refer to [SACS indicator](#) referenced on page 18) and the person is professionally qualified, you will need to select **‘professional experience’** and **‘SACS form attached with contract’** (select **SACS form on file in the Office of Human Resources** if the SACS indicator shows it is on file) when completing the ‘Faculty Competency’ section. If the person is academically qualified, select **‘academic preparation’**.

A SACS form is only needed when the adjunct is deemed to be professionally qualified to teach the course instead of academically qualified. Once a SACS form has been submitted for a specific course, it will show as on file and isn’t needed again for that course.

[home](#) [new contract ▼](#) [logout](#)

Credentials
Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
<input type="checkbox"/> Applicable to courses	Management	Bachelor of Business Admin.	East Tennessee State Univ	<input checked="" type="checkbox"/> On File
<input checked="" type="checkbox"/> Applicable to courses	Business Administration	Master of Business Admin	Colorado State Univ Ft Collins	<input checked="" type="checkbox"/> On File

[Add Degree](#)

Highest degree for the **teaching discipline** is from a regionally accredited comparably recognized non-US institution

Official transcript:
 On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
 academic preparation **AND / OR**
 professional experience **and** (SACS form attached with contract SACS form on file in the Office of Human Resources)

To complete the adjunct contract form, click the **Submit** button; to delete the form, click the **Delete** button.

Credentials

Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Applicable For Teaching Courses?

Applicable to courses

Discipline of Study

Management

Degree

Bachelor of Business
Admin.

Institution

East Tennessee State
Univ

Transcript On File

On File

Applicable For Teaching Courses?

Applicable to courses

Discipline of Study

Business Administration

Degree

Master of Business
Admin

Institution

Colorado State Univ Ft
Collins

Transcript On File

On File

[Add Degree](#)

Highest degree for the **teaching discipline** is from a regionally accredited comparably recognized non-US institution

Official transcript:

On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

academic preparation **AND / OR**

professional experience **and** (SACS form attached with contract SACS form on file in the Office of Human Resources)

SUBMIT

DELETE

Now that you have submitted the contract form, you have three options prior to completing your step. You may edit the form, add secondary approvers and add attachments.

If you see an error after you have submitted the form, click the **Edit Form** link to make changes.

Adjunct Contract Form - Existing Employee

Name Wright, Mary Angela	Contract Title Adjunct Faculty	Position Number	Employee Class AD
Department Accountancy	Organization Code 22050	Check Dist No T509	TKL T509
Supervisor Burkette, Gary D	Dept Box # Box 70710	Term / Session Spring 2020 Spring Full	
Contact Person Crigger, Eric S	Contact Phone 423-439-5235	Contact Email CRIGGER@ETSU.EDU	
Overload No	TN eCampus No	Dual Service No	
Revised No			

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	\$750.00	\$4,500.00
		6.00	0.00		\$4,500.00

Index No	Percentage
22050 Accountancy	100.0%

Discipline of Study	Degree	Institution	Transcript On File
Mathematics Education	Master of Science	Univ Tennessee Knoxville	<input checked="" type="checkbox"/> On File

Highest degree for the teaching discipline is from a regionally accredited or comparably recognized non-US institution

Official transcript: On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
 academic preparation and / or
 professional experience and SACS form attached with contract or SACS form on file in the Office of Human Resources

[Edit Form](#) [Add Attachments](#) [Add Secondary Approvers](#)

Once you have made the changes, click the **Save** button to return to the contract. You may also remove the contract by clicking the **Delete** button.

Credentials

Please check the highest degree related to the courses being taught. If the degree is not listed please add it below. Only the highest related degree they have earned needs to be entered. Only the selected one will be displayed.

Applicable For Teaching Courses?	Discipline of Study	Degree	Institution	Transcript On File
<input type="checkbox"/> Applicable to courses	Computer Science	Bachelor of Arts	Univ Tennessee Knoxville	<input checked="" type="checkbox"/> On File
<input checked="" type="checkbox"/> Applicable to courses	Mathematics Education	Master of Science	Univ Tennessee Knoxville	<input checked="" type="checkbox"/> On File
<input type="checkbox"/> Applicable to courses		M.S. in Education	Univ Tennessee Knoxville	<input checked="" type="checkbox"/> On File
<input type="checkbox"/> Applicable to courses	Computer Science	B.A. of Liberal Arts & Hum Sci	Univ Tennessee Knoxville	<input checked="" type="checkbox"/> On File

[Add Degree](#)

Highest degree for the **teaching discipline** is from a regionally accredited comparably recognized non-US institution

Official transcript:

On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:

academic preparation **AND / OR**
 professional experience **and** (SACS form attached with contract SACS form on file in the Office of Human Resources)

If another person needs to approve the contract prior to the next step in the workflow, click the **Add Secondary Approvers** link.

Adjunct Contract Form - Existing Employee

Name Wright, Mary Angela	Contract Title Adjunct Faculty	Position Number	Employee Class AD
Department Accountancy	Organization Code 22050	Check Dist No T509	TKL T509
Supervisor Burkette, Gary D	Dept Box # Box 70710	Term / Session Spring 2020 Spring Full	
Contact Person Crigger, Eric S	Contact Phone 423-439-5235	Contact Email CRIGGER@ETSU.EDU	
Overload No	TN eCampus No	Dual Service No	
Revised No			

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	\$750.00	\$4,500.00
		6.00	0.00		\$4,500.00

Index No	Percentage
22050 Accountancy	100.0%

Credentials

Discipline of Study	Degree	Institution	Transcript On File
Mathematics Education	Master of Science	Univ Tennessee Knoxville	<input checked="" type="checkbox"/> On File

Highest degree for the teaching discipline is from a regionally accredited or comparably recognized non-US institution

Official transcript: On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
 academic preparation and / or
 professional experience and SACS form attached with contract or SACS form on file in the Office of Human Resources

[Edit Form](#) [Add Attachments](#) [Add Secondary Approvers](#)

Type the name of the secondary approver in the **Person Search** field. If the correct person isn't showing in the Search Results field, click the **dropdown arrow** and select the appropriate person from the list.

Click the **Add** button to add the person as a secondary approver.

Adjunct Contract Form - Existing Employee

Name Wright, Mary Angela	Contract Title Adjunct Faculty	Position Number	Employee Class AD
Department Accountancy	Organization Code 22050	Check Dist No T509	TKL T509
Supervisor Burkette, Gary D	Dept Box # Box 70710	Term / Session Spring 2020 Spring Full	
Contact Person Crigger, Eric S	Contact Phone 423-439-5235	Contact Email CRIGGER@ETSU.EDU	
Overload No	TN eCampus No	Dual Service No	
Revised No			

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	\$750.00	\$4,500.00
		6.00	0.00		\$4,500.00

Index No	Percentage
22050 Accountancy	100.0%

Secondary Approvers

Person Search

Search Results*

[Back to Contract](#)

The secondary approver is now added to the adjunct contract form. You may also delete the secondary approver by clicking the **Remove** link.

Click the **Back to Contract** button to return to the contract.

Supervisor Burkette, Gary D	Dept Box # Box 70710	Term / Session Spring 2020 Spring Full
Contact Person Crigger, Eric S	Contact Phone 423-439-5235	Contact Email CRIGGER@ETSU.EDU
Overload No	TN eCampus No	Dual Service No
Revised No		

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	\$750.00	\$4,500.00
		6.00	0.00		\$4,500.00

Index No	Percentage
22050 Accountancy	100.0%

Secondary Approvers
[Remove](#) Chase, Sharon G

Person Search <input type="text"/>	<input type="button" value="SEARCH"/>	Search Results* <input type="text"/>	<input type="button" value="ADD"/>
--	---------------------------------------	--	------------------------------------

[Back to Contract](#)


The secondary approver is now in the signature workflow.

Workflow

* Adjunct Contract Form

Assigned To: Eric Crigger
Form Name: Adjunct Contract
Comments:

Route the adjunct contract to grant accounting?
 Background check required?

 • Secondary Approver - Approval **Assigned To:** Sharon Chase
Action: The Secondary Approver approves of the adjunct contract.

• Chair / Director - Approval **Assigned To:** [Chair/Director]
Action: The chair or director approves the contract

• Dean - Approval **Assigned To:** Dennis Depew
Action: The Dean approves of the adjunct contract.

If you need to attach a document to the contract form (CV, application, etc.), click the **Add Attachments** link.

Adjunct Contract Form - Existing Employee

Name Wright, Mary Angela	Contract Title Adjunct Faculty	Position Number	Employee Class AD
Department Accountancy	Organization Code 22050	Check Dist No T509	TKL T509
Supervisor Burkette, Gary D	Dept Box # Box 70710	Term / Session Spring 2020 Spring Full	
Contact Person Crigger, Eric S	Contact Phone 423-439-5235	Contact Email CRIGGER@ETSU.EDU	
Overload No	TN eCampus No	Dual Service No	
Revised No			

Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	\$750.00	\$4,500.00
		6.00	0.00		\$4,500.00

Index No	Percentage
22050 Accountancy	100.0%

Credentials

Discipline of Study	Degree	Institution	Transcript On File
Mathematics Education	Master of Science	Univ Tennessee Knoxville	<input checked="" type="checkbox"/> On File

Highest degree for the teaching discipline is from a regionally accredited or comparably recognized non-US institution







Official transcript: On File Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:
 academic preparation and / or
 professional experience and SACS form attached with contract or SACS form on file in the Office of Human Resources

[Edit Form](#) [Add Attachments](#) [Add Secondary Approvers](#)

Click the **Browse Files** button to search your documents and select the file you want to attach. The document is now added to the adjunct contract form under Attachment(s).

Click the **Back to Contract** button to return to the contract.

Overload No	TN eCampus No	Dual Service No			
Revised No					
Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010	Principles of Accounting I	6.00	0.00	\$750.00	\$4,500.00
		6.00	0.00		\$4,500.00
Index No	Percentage				
22050 Accountancy	100.0%				
Attachment(s)			Add Attachment(s) Attaching from Outlook?		
	 CV.docx size: 11 kB		 Drag & Drop files here or  		
Back to Contract					

You are now ready to complete your step and forward the contract to the next person in the signature chain.

Include any additional information related to the contract in the **Comments** box. If you will be completing your step at a later time and want to save the comment, click the **Leave Comment** button.

If the position requires grant funding, click the **Route the adjunct contract to grant accounting** box. Click the **Background check required** box if the position requires a background check.

Click the **Complete** button to forward the contract form to the next approval level in the workflow.

Workflow

* Adjunct Contract Form

Assigned To: Eric Crigger
Form Name: Adjunct Contract
Comments: [Text Area]
[LEAVE COMMENT]

Route the adjunct contract to grant accounting?
 Background check required?
[COMPLETE]

● Secondary Approver - Approval
Assigned To: Sharon Chase
Action: The Secondary Approver approves of the adjunct contract.

● Chair / Director - Approval
Assigned To: [Chair/Director]
Action: The chair or director approves the contract

The contract is now under the **In Progress** tab.

You will see the person's name, department, term, date the contract was started, where the contract is in the process and to whom it is assigned.

Click the **Adjunct** link to view the contract form.

The screenshot shows the East Tennessee State University eContracts interface. At the top left is the university logo and name. At the top right is the 'eContracts' title. Below the header is a navigation bar with links for 'home', 'new contract', and 'logout [crigger]'. The main content area features a tabbed interface with four tabs: 'Waiting On You', 'In Progress', 'Completed', and 'Canceled'. The 'In Progress' tab is circled in red. Below the tabs is a search box and a table of contracts. The table has columns for 'Type', 'Name', 'Department / Period', 'Appointment', 'Start', 'Current Step(s)', and 'Assigned To'. A single row is visible, showing an 'Adjunct' contract for 'Wright, Mary Angela' in the 'Accountancy' department for 'Spring' 2019, with the current step being 'Chair / Director - Approval' assigned to 'Gary Burkette'. A yellow arrow points to the 'Adjunct' link in the first column. At the bottom right of the table area are 'Previous', '1', and 'Next' navigation buttons.

Type	Name	Department / Period	Appointment	Start	Current Step(s)	Assigned To
Adjunct	Wright, Mary Angela	Accountancy	Spring	11/19/2019	Chair / Director - Approval	Gary Burkette





Once you click the Adjunct link to view the completed contract form, scroll down to the signature workflow at the bottom of the form.

The **green** check mark appears once a step is completed.

The **yellow** asterisk shows the contract form is awaiting approval.

The **blue** circle denotes the contract form has yet to reach that step.

Workflow

 ✓ Adjunct Contract Form	Completed By: Eric Crigger Form Name: Adjunct Contract
 * Chair / Director - Approval	Assigned To: Gary Burkette Action: The chair or director approves the contract Comments: <input type="text"/> <input type="button" value="LEAVE COMMENT"/>
 ○ Dean - Approval	Assigned To: Dennis Depew Action: The Dean approves of the adjunct contract.
 ○ Vice President - Approval	Assigned To: [VP] Action: The Vice President approves of the adjunct contract.

Click the **home** link to go back to the main page.



[home](#) [new contract ▼](#) [logout](#)

Adjunct Contract Form - Existing Employee			
Name	Contract Title	Position Number	Employee Class
Wright, Mary Angela	Adjunct Faculty		AD
Department	Organization Code	Check Dist No	TKL
Accountancy	22050	T509	T509
Supervisor	Dept Box #	Term / Session	
Burkette, Gary D	Box 70710	Spring 2020 Spring Full	
Contact Person	Contact Phone	Contact Email	
Crigger, Eric S	423-439-5235	CRIGGER@ETSU.EDU	
Overload	TN eCampus	Dual Service	
No	No	No	
Revised			

Click the **In Progress** tab to check the status of all contracts you have awaiting completion.

Enter a name in the **Search** box to locate a specific contract.

Click on any **column header** to sort by that column.

Click on **Previous**, **Next** or the **page number** to go from page to page.

[Waiting On You](#) **[In Progress](#)** [Completed](#) [Canceled](#)

Search:



Type	Name	Department / Period	Appointment	Start	Current Step(s)	Assigned To
<u>Adjunct</u>	Wright, Mary Angela	Accountancy	Spring	11/19/2019	Chair / Director - Approval	Gary Burkette



[Previous](#) **1** [Next](#)

Once the contract form has been signed electronically at each approval level, it will move to the **Completed** tab.

Click on the **Adjunct** link to view the contract.

The screenshot displays the eContracts interface for East Tennessee State University. At the top, the university logo and name are on the left, and the text "eContracts" is on the right. Below the header, there are navigation links: "home", "new contract", and "logout". The main content area features four tabs: "Waiting On You", "In Progress", "Completed", and "Canceled". The "Completed" tab is highlighted with a red circle. Below the tabs is a search bar labeled "Search:". Underneath the search bar is a table with the following columns: "Type", "Name", "Department / Period", "Appointment", "Start", and "Completion". A yellow arrow points to the "Adjunct" link in the first row of the table. The data in the table is as follows:

Type	Name	Department / Period	Appointment	Start	Completion
Adjunct	Wright, Mary Angela	Accountancy	Spring	11/19/2019	11/20/2019

Click on **Download PDF** to print and/or save the contract for your records.

Adjunct Contract Form - Existing Employee					
Name Wright, Mary Angela	Contract Title Adjunct Faculty	Position Number 000000	Employee Class AD		
Department Accountancy	Organization Code 22050	Check Dist No T509	TKL T509		
Supervisor Burkette, Gary D	Dept Box # Box 70710	Term / Session Spring 2020 Spring Full			
Contact Person Crigger, Eric S	Contact Phone 423-439-5235	Contact Email CRIGGER@ETSU.EDU			
Overload No	TN eCampus No	Dual Service No			
Revised No					
Course Id	Course Title	Paid Hours	Unpaid Hours	Pay Rate	Salary
ACCT-1010-001	Accounting Principles 1	3.00	0.00	\$600.00	\$1,800.00
		3.00	0.00		\$1,800.00
Index No	Percentage				
22050	100.0%				
Credentials					
Discipline of Study	Degree	Institution	Transcript On File		
Computer Science	Bachelor of Arts	Univ Tennessee Knoxville	☑ On File		
Highest degree for the teaching discipline is from a <input checked="" type="checkbox"/> regionally accredited or <input type="checkbox"/> comparably recognized non-US institution					
Official transcript: <input checked="" type="checkbox"/> On File <input type="checkbox"/> Requested (must be received no later than 30 days after the contract is fully executed)					
Faculty competency demonstrated by:					
<input checked="" type="checkbox"/> academic preparation and / or					
<input type="checkbox"/> professional experience and <input type="checkbox"/> SACS form attached with contract or <input type="checkbox"/> SACS form on file in the Office of Human Resources					
					Download PDF

If you selected **SACS form attached with contract** when preparing the contract form, the SACS form will generate for you to fill out once you hit the **Complete** button at your step in the Workflow section.

The first four boxes will automatically populate and can be edited. You will need to manually fill in the last box on the form (**Outstanding Professional Experience**).

Once you have completed the SACS form, click the **Submit** button (or **Delete** it if necessary).

The screenshot shows a web browser window with the URL <https://dwebapps.infosys.etsu.edu/HRContracts/SACS/EditS>. The page title is "Index | SACS". The browser's address bar and menu bar are visible. The main content area displays the "SACS Form" interface. The form is titled "SACS Form" and contains the following sections:

- FACULTY QUALIFICATIONS REPORT : COMPLIANCE BASED ON "Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline"**
- Instructions: In the space below, please provide information on the faculty member whose credentials meet the requirements of the Criteria for Accreditation because "outstanding professional experience and demonstrated to the teaching discipline" are offered in lieu of formal academic preparation.
- Level (highest degree awarded) ***
Master of Business Admin
- Discipline, Full-time/Part-time, Name of Faculty Member, E #***
Accountancy
Tammy Hamm
- Teaching Responsibilities***
ACCT-1010-001 - Principles of Acct 1
- Formal Academic Preparation (include most advanced degree, discipline, institution awarding degree, and graduate semester hours (g.s.h.) in teaching field.***
Degree: Master of Business Admin, Discipline: Business Administration, Institution: Colorado State Univ Ft Collins
- "Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline" in lieu of formal advanced academic preparation.***
This field is highlighted with a red border.

At the bottom of the form, there are two buttons: "SUBMIT" and "DELETE". A yellow arrow points to the "SUBMIT" button.

Review the SACS form for errors. If you need to make corrections, click the **Edit Form** link. Once you make changes in edit mode, click the **Save** button.

If you decide you do not need the SACS form, click the **Delete SACS** link.

If you would like to save/print the SACS form, click the **Download PDF** link.

Review the form below and click 'complete' on the workflow step to start the workflow or [edit the form](#) to make changes. If the request was returned to you please review any comments below and make any needed changes.

SACS Form

FACULTY QUALIFICATIONS REPORT : COMPLIANCE BASED ON
"Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline"

Level (highest degree awarded)
Master of Business Admin

Discipline, Full-time/Part-time, Name of Faculty Member, E #
Accountancy
Tammy Hamm

Teaching Responsibilities
ACCT-1010-001 - Principles of Acct 1

Formal Academic Preparation (include most advanced degree, discipline, institution awarding degree, and graduate semester hours (g.s.h.) in teaching field.
Degree: Master of Business Admin, Discipline: Business Administration, Institution: Colorado State Univ Ft Collins

"Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline" in lieu of formal advanced academic preparation.
Test

[Edit Form](#) [Delete SACS](#) [Download PDF](#)

Scroll down to the SACS signature workflow and enter any other pertinent information in the **Comments** box if necessary.

Click the **Complete** button to start the SACS form through the signature workflow (or click **Delete** to remove the SACS form).

Workflow

* SACS Form	Assigned To:	Ashley Freeman
	Form Name:	SACS
	Comments:	<input type="text"/>
		<input type="button" value="LEAVE COMMENT"/>
		<input type="button" value="COMPLETE"/> <input type="button" value="DELETE"/>
Chair - Approval	Assigned To:	[Department].Chair
	Action:	The Chair approves.
Dean - Approval	Assigned To:	[Department].Dean
	Action:	The Dean approves.
Academic Affairs - Approval	Assigned To:	M Grube
	Action:	Academic Affairs approves.

[View History](#)

Once the SACS signature workflow starts, the adjunct contract will sit at the originator until the SACS form has finished going through the signature chain.

The screenshot shows a web browser window with the URL <https://webapps.etsu.edu/ContractSystem/>. The page header includes the East Tennessee State University logo and the text "eContracts". Navigation links include "home", "new adjunct contract", and "logout [freemana]".

Below the header, there are tabs for "Waiting On You", "In Progress", "Completed", and "Canceled". A search box is present above a table of contracts.

Type	Name	Department	Start	Current Step(s)	Assigned To
Adjunct ↳ SACS	Hamm, Tammy Sue	Accountancy	2/18/2019	SACS Workflow Chair - Approval	Ashley Freeman Gary Burkette

At the bottom right of the table, there are navigation buttons: "Previous", "1", and "Next".

When the SACS form completes the signature process, the **adjunct contract will automatically move from the originator to the next person in the signature workflow**. The contract/SACS form will show under the 'In Progress' tab until it is completed. Click the link(s) to open.

An e-mail will be sent notifying each approver that an adjunct contract is awaiting their review.

home new adjunct contract logout [freemana]

Waiting On You **In Progress** Completed Canceled

Search:

Type	Name	Department	Start	Current Step(s)	Assigned To
Adjunct ↳ SACS	Hamm, Tammy Sue	Accountancy	2/18/2019	Chair - Approval	Gary Burkette

Previous 1 Next

If you notice that the contract has been sitting at the same step for a while, simply open it and scroll down to the workflow. Click the **Send Reminder** button at the step at which it is awaiting approval. This will send an e-mail to the person assigned to that step reminding them to take action. The person who initiated the contract will also receive the reminder e-mail for their records.


Workflow ⊖

✓ Adjunct Contract Form	Completed By: Form Name: Adjunct Contract
✓ Chair / Director - Approval	Completed By: Action: The chair or director approves the contract
* College Budget Authority	Assigned To: Action: The College Budget Authority approves the contract Comments: <input type="text"/> <input type="button" value="LEAVE COMMENT"/>

←

To exit the contract system, click the **logout** link in the upper right corner.

The screenshot shows the user interface of the eContracts system. At the top, a dark blue header contains the East Tennessee State University logo and name on the left, and the text "eContracts" on the right. Below the header is a navigation bar with links for "home", "new contract", and "logout [crigger]". The "logout [crigger]" link is circled in red. Below the navigation bar, there are four tabs: "Waiting On You", "In Progress", "Completed", and "Canceled". The "Waiting On You" tab is selected. Below the tabs, a white box contains the text "No Contracts Are Waiting On You". At the bottom of the page, there is a dark blue footer with the East Tennessee State University logo and name.


 EAST TENNESSEE STATE UNIVERSITY

eContracts

home new contract **logout [crigger]**

Waiting On You In Progress Completed Canceled

No Contracts Are Waiting On You

 EAST TENNESSEE STATE UNIVERSITY