

April 14, 2020

RE: New Summer Contract Process for Faculty

Dear Millersville University Faculty:

I am writing to inform you about a change in the process for how summer contracts will be delivered and signed due to the COVID-19 pandemic and requirements for social distancing. This change in process was presented at Meet and Discuss on Friday, March 27, 2020 and no issues were identified.

- In mid- to late April, all full-time and part-time faculty teaching summer courses will receive an email with the subject line Summer Contract to their Millersville email address. The email will come from “**PASSHE-Millersville University**” echosign@echosign.com.
- The contract you receive will be 1 page. After the contract is signed, it will become 2 pages.
- The contract will note whether or not you agreed to the Voluntary Alternative Summer Compensation Model (VASCM) rate for each course you are slated to teach.
 - The estimated VASCM pay date is 8/14/2020. This will be confirmed by PASSHE shortly.
- You will sign your summer contract using Adobe Sign. Instructions will be included in the email that you will receive to your Millersville email account.
 - Adobe Sign is supported on all devices and does not require any special software.
 - Once you sign it, it will automatically be sent to Payroll.
 - Faculty (after signing the document) will immediately receive a copy of the signed document by email from “Adobe Sign.” We recommend that you print or save a copy on your computer.
- Any updated contracts will be sent in this same manner from the same email address noted above.
- **Deadline:** Required before the start of classes.

Thank you for your attention to this process change.

Sincerely,

Vilas A. Prabhu, Ph.D., M.B.A.

Provost and Vice President
for Academic Affairs