A month before the start of term instructors will be able to view upcoming term job assignments by logging into the [Cabrini Portal](https://www.cabrini.edu/).

To access the FLAC system select “Employees” tab

Select “More BannerWeb Employee Services”
Select “Faculty Load and Compensation”
Step 1: “Compensation and Acknowledgement”

Step 2: Review Cabrini University’s Contract Agreement and then select the “Term” and click “Go”
Step 3: Review the course and compensation details listed. If the data is accurate then check the “Faculty Acknowledgment box” and click “Acknowledge Selected Positions”

Compensation and Acknowledgement

By acknowledging the job(s) listed you are agreeing to the following:

As a member of the Faculty at Cabrini University, you will observe policies and procedures and contractual commitments of the University as expressed by the Mission and Core Values and the Faculty Handbook. Participate as a responsible member of the faculty as outlined under Contract Policy and Procedure. Recognize that these requirements may be modified from time to time and are applicable as modified. Failure to comply may constitute grounds for adverse action. The University has the right to adjust administrative personnel depending on the University’s best interest consistent with these requirements and its judgments on performance. A minimum enrollment of ten students is required in a course. Failure to meet this requirement will result in cancellation.

Jobs below will appear on FLAC page but you will not be able to acknowledge them until agreed upon task(s) is completed. They fall under one-time payment structure and are paid out based on pay calendar.

- Dissertation Committee Member (Job details agreed upon by evaluator and dissertation chair)
- Core Assessment Reader (Job details agreed upon by reader and core coordinator)
- Portfolio Evaluators (Job details agreed upon by evaluator and program coordinator at beginning of term)
- Course Developer (Job details agreed upon by developer and chair)

Cabrini agrees to abide by applicable laws of the Commonwealth of PA and USA, including laws prohibiting discrimination, harassment, and retaliation.

Name and ID: Kimberly A Mackenzie, 10170769
Term: 2020-2021 - Summer Semester 18-19
Faculty Acknowledgement:

<table>
<thead>
<tr>
<th>Instructional</th>
<th>EOC Session</th>
<th>Subject and Course</th>
<th>Section</th>
<th>College</th>
<th>Department</th>
<th>Work Load</th>
<th>Contact Hour</th>
<th>Contact Hours</th>
<th>Head Count</th>
<th>Responsibility Percent</th>
<th>Compensation</th>
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<tr>
<td>2020-21</td>
<td>01</td>
<td>EDU-591-Master of Education</td>
<td>CC</td>
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</table>

Calculated Compensation: 3,000.00

Job Assignment Compensation: 3,000.00

***If your job is not listed then it is still in the review process. You can follow up with the School Assistant in your area for more details.
You will know your compensation acknowledgment was processed successfully by the indicators shown below. There is nothing further you need to submit your job data.
Additional Resources

FLAC FAQ