

ACADEMIC AFFAIRS

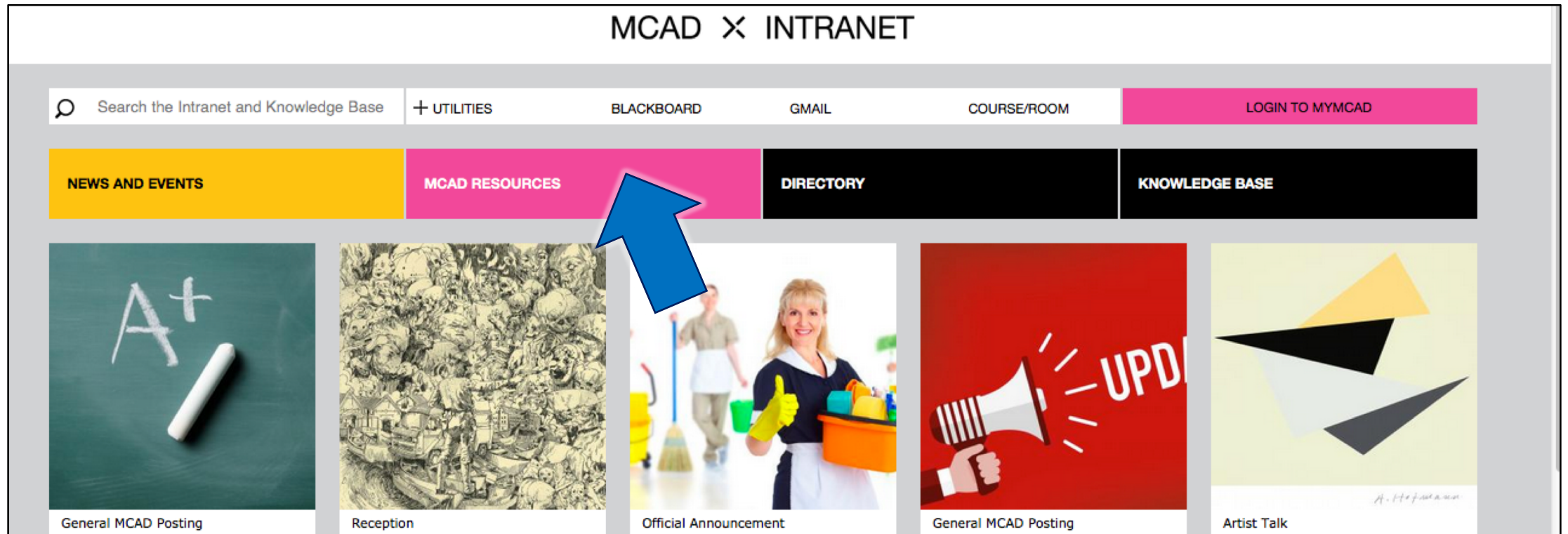
MCAD PAYMENT REQUEST FORMS:

Faculty Stipends, Reimbursements, and Guests

STEP-BY-STEP GUIDE

Go to: intranet.mcad.edu

Select “MCAD RESOURCES”



Select “ACADEMIC AFFAIRS”

MCAD X INTRANET

Search the Intranet and Knowledge Base

+

UTILITIES

BLACKBOARD

EMAIL

COURSE/ROOM

LOGIN TO MYMCAD

NEWS AND EVENTS


MCAD RESOURCES

DIRECTORY


KNOWLEDGE BASE

HOME » MCAD RESOURCES


MCAD Resources




3-D SHOP
Mon-Thurs: 8:00 a.m.–9:00 p.m.
Friday: 8:00 a.m.–6:00 p.m.
Saturday–Sunday: noon–5:00 p.m.
3dshop@mcad.edu
612.874.3642




ACADEMIC ADVISING
Monday–Friday: 8:30 a.m.–5:00 p.m.
612.874.3738



ACADEMIC AFFAIRS
Mon–Fri: 8:30 a.m.–5:00 p.m.
academic_affairs@mcad.edu
612.874.3794



ACADEMIC SERVICES
Monday–Friday: 8:00 a.m.–4:00 p.m.
academic_services@mcad.edu
612.874.3748



ADMISSIONS OFFICE
Monday–Friday: 9:00 a.m.–5:00 p.m.
admissions@mcad.edu
612.874.3760

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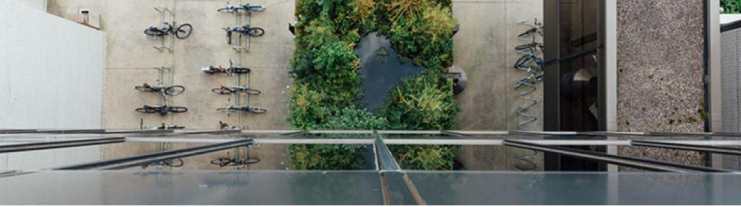
Once you are on the Academic Affairs Intranet Page, scroll down to “FACULTY RESOURCES” then select “MCAD PAYMENT REQUESTS:...”

MCAD X INTRANET

Search the Intranet and Knowledge Base + UTILITIES BLACKBOARD GMAIL COURSE/ROOM LOGIN TO MYMCAD

NEWS AND EVENTS MCAD RESOURCES DIRECTORY KNOWLEDGE BASE

HOME » MCAD RESOURCES » ACADEMIC AFFAIRS



HOURS
Mon–Fri: 8:30 a.m.–5:00 p.m.

LOCATION
Room 348

EMAIL
academic_affairs@mcad.edu


PHONE
612.874.3794

ACADEMIC AFFAIRS
The Academic Affairs Department is responsible for all aspects of the academic program at MCAD including academic assessment. It coordinates the work of the academic departments (Fine Arts, Design, Media Arts, MFA, MA, Liberal Arts, Entrepreneurial Studies, Post-Baccalaureate, and Continuing Education) with MCAD's curricular support areas (Library, Academic Services, Gallery, Printmaking Studio, and 3D Shop). In addition, Academic Affairs administers a variety of programs including junior reviews, merit scholarships, senior exit surveys, Van Derlip scholarship, visiting artists and course evaluations. Answering questions is our specialty, so please stop in and make our day.

RESOURCES STAFF

ACADEMIC OVERVIEW
[Academic Overview](#)

2017 FALL SEMESTER RESOURCES
[EVENT CALENDAR | MCAD FALL 2017](#)
[Faculty Prep Week Calendar | Fall 2017](#)
[FALL 2017 FACULTY CHECK LIST](#)



FACULTY RESOURCES

[Faculty Handbook](#)

[Faculty Assembly Bylaws](#)

[Faculty Senate BlackBoard Page](#)

[Faculty Bio Template](#)

[Faculty Information Form](#)

[Faculty Information Form for download](#)

[MCAD Program Development Form](#)

[Accounting Protocols: Outside Guests, Reimbursements, and Substitutes](#)

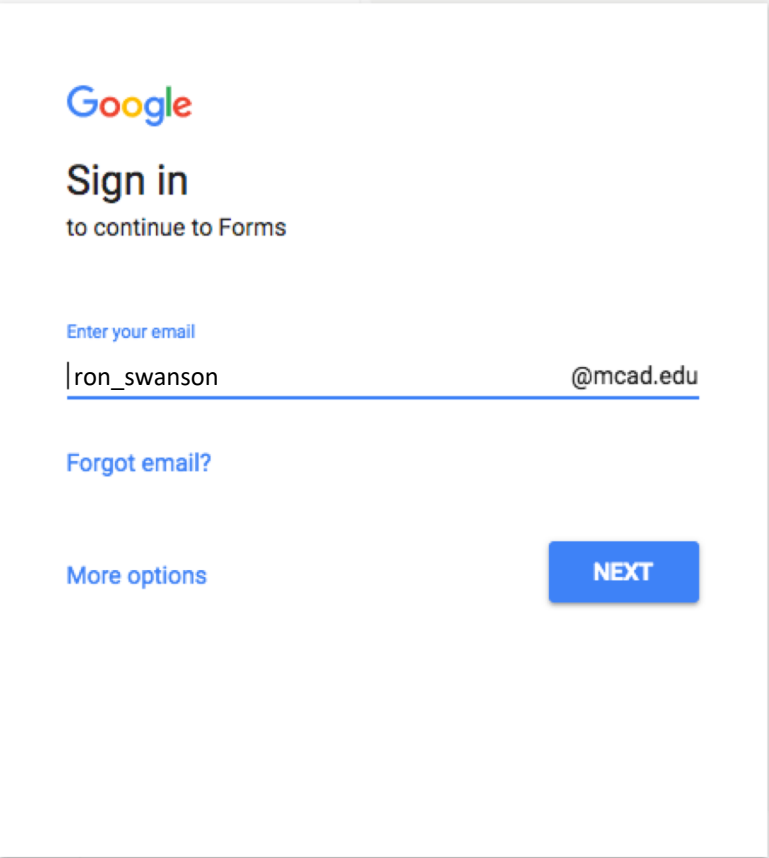
[MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests](#)



OOPS!

Did you forget to sign in?

- You must be signed in to your @mcad.edu account in order to use this form.
- Occasionally, if you are signed in to a personal gmail account while trying to use this form, it will cause interference.
- Please sign out of all personal accounts before attempting to fill out the MCAD Payment Request Form.



The image shows a Google sign-in interface for Forms. At the top is the Google logo. Below it, the text "Sign in" is followed by "to continue to Forms". There is a text input field with the placeholder "Enter your email". The email "ron_swanson" is entered, and "@mcad.edu" is shown to the right of the input field. Below the input field are two links: "Forgot email?" and "More options". A blue "NEXT" button is located to the right of the "More options" link. At the bottom of the page, there is a footer with "English (United States)" and a dropdown arrow, followed by links for "Help", "Privacy", and "Terms".

MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Outside Guests

Your email address (smotekallem@mcad.edu) will be recorded when you submit this form. Not you? [Switch account](#)

DO YOU HAVE SUPERVISOR APPROVAL FOR THIS REQUEST?

☒ Yes

☐ No

NEXT

Never submit passwords through Google Forms.

Make sure you have your Chair's approval *before* filling out a payment request form.

The Payment Request Form:

From here you can choose the reason for your request.

Faculty can submit a request for Guest Payments and Reimbursements.

Please note: ONLY CHAIRS CAN REQUEST FACULTY STIPENDS. ie: substitute teaching, meetings, etc.

MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests

Your email address (ethoen@mcad.edu) will be recorded when you submit this form. Not you? [Switch account](#)

*** Required**

Your First Name *

First name of person filling out this request

Ron

Your Last Name *

Last name of person filling out this request

Swanson

Please choose the reason for your request *

☐ Faculty Stipend (Dept Chairs Only)

☒ Guest

☐ Faculty Reimbursement

☐ Other: _____

If you select “GUEST,” you will be taken to this form: Follow along to complete the form, then click “SUBMIT”

MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests

Your email address (smotekallem@mcad.edu) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Guest Payment Request

The federal government requires that a W-9 be submitted for services rendered by any independent entity outside the MCAD employee roster. W-9 forms are stored no longer than 12 months on MCAD Campus.

Current Guest Status

Please answer the following questions to help us determine how to request payment.

Is your guest currently on MCAD payroll? If so, what is their position? *

Choose

- No, never been employed by MCAD
- MCAD Full-time Faculty
- MCAD Adjunct Faculty
- MCAD MFA Mentor
- MCAD Full-time Staff
- MCAD Part-time Staff
- Current MCAD MFA Student
- Current MCAD Undergrad Student
- MCAD Alumni

Guest First Name *

If my guest has no known W-9 on file, I understand that I must provide this to the Academic Affairs office or my request will not be processed. *

☐ Yes, I will provide a W-9 to my guest and deliver to Academic Affairs to process payment.

☐ No, my guest is on already on MCAD payroll

Comments

Your answer

Select the option that best applies to your Guest.

If they have not been employed by MCAD, they will need to fill out a W-9 form. If a completed W-9 is required as part of the payment process, Academic Affairs staff will work with you and your guest to ensure the individual completes the form through our secure electronic system. We will not be accepting paper copies of W-9 forms.

Your Guest cannot be paid without this form.

There's a revised process for engaging new vendors at MCAD, which will require additional steps for hiring classroom guests. This means that Academic Affairs staff will rely upon faculty members to provide information/documentation in accordance with this process. E.g., email correspondence/written agreement with the classroom guest you've invited. *



Yes, I have/will provide Academic Affairs with a written agreement



Other: _____

As of Summer 2021, we are required to provide a written agreement between MCAD and your guest. This can be your email correspondence between you and your guest.

Forward your email to academic_affairs@mcad.edu.

Please note, your guest cannot be paid without this.

Guest Information

Guest First Name *

Your answer

Guest Last Name *

Your answer

Guest Email *

Your answer

Guest Address *

Your answer

Visit Details

Course Code *

Your answer

Course Name *

Your answer

Date(s) of Visit *

Your answer

Duties Performed *

Please provide a brief description Eg. Workshop, demonstration, critique, lecture

Your answer

Stipend Amount *

Your answer

Department Approval? *

You must obtain approval from your department Chair or Director prior to making this request

☐ Yes

☐ No

Additional Comments

Your answer

A copy of your responses will be emailed to ethoen@mcad.edu.

Visit Details

Course Code *

Your answer

Course Name *

Your answer

Date(s) of Visit *

Your answer

Duties Performed *

Please provide a brief description Eg. Workshop, demonstration, critique, lecture

Your answer

Stipend Amount *

Your answer

Department Approval? *

You must obtain approval from your department Chair or Director prior to making this request

☐ Yes

☐ No

Additional Comments

Your answer

A copy of your responses will be emailed to ethoen@mcad.edu.

BACK

SUBMIT

Never submit passwords through Google

Completely fill out the form with as much detail as possible. When finished click "SUBMIT."

If you are unsure of how to fill out the form or if you have questions, please email academic_affairs@mcad.edu

If you need to request a reimbursement, select “Faculty Reimbursement” and you will find yourself here: Follow along to complete the form, then click “SUBMIT”

MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests

Your email address (smotekallem@mcad.edu) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Faculty Reimbursement Request

Reimbursement Requests require receipts in order to process payment. *Travel expenses require a Travel Expense Report which you can find on the Academic Affairs Intranet Page. <https://intranet.mcad.edu/department/academic-affairs>

First Name *

Your answer

Last Name *

Your answer

Mailing Address *

Street, City, State, Zip

Your answer

Department *

Choose

Reason for reimbursement request *

Choose

Please provide details for this request *

*Give a description of items and the reason for disbursement. You must include all names of people attending.

Your answer

Amount of request *

Your answer

Receipts and Documentation *

☐ Yes -- I will provide Academic Affairs with the receipts/documentation to support this request.

☐ No -- I do not have any documentation. I will contact Academic Affairs for further instruction.

Additional Comments

Your answer

A copy of your responses will be emailed to smotekallem@mcad.edu.

[BACK](#) [SUBMIT](#)

Never submit passwords through Google Forms.

Please email receipts/ documentation to Academic Affairs: academic_affairs@mcad.edu

Once you SUBMIT,
you should see this screen:

MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests

Thank you - your request has been received.

[Submit another response](#)

Your submitted response will be emailed to you

Google Forms

Your form, MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Outside Guests,... - 1 new r

11:25 am

You've
got
mail



An email
copy for
your records



Google Forms <forms-receipts-noreply@google.com> 11:22 AM (3 hours ago) ☆ ↶ ▾

to me ▾

Google Forms

Thanks for filling out [MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Outside Guests](#)

Here's what we got from you:

MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests

Your email address (ethoen@mcad.edu) was recorded when you submitted this form.

Your First Name *

First name of person filling out this request

Em

Academic Affairs Administration will be notified of your request

If all the pertinent information is included – we will process requests once per week in accordance with the business office check-cutting schedule. Please note that holidays may affect this schedule.

Academic Affairs will contact you if any further information is required for your request to be processed.

It can take 2-3 weeks for your request to be complete. Please contact us at academic_affairs.edu if you have any questions or concerns.

