Procedures for Hiring Adjunct/Part-Time Faculty at UNC Charlotte

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Academic Affairs
UNC Charlotte

Academic Budget and Personnel Website

http://provost.uncc.edu/academic-budget-personnel
Recruitment Forms Page

Checklists for Hiring
Faculty Recruiting Forms Checklist

New Part-Time Faculty Employment Forms Checklist

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Department</td>
</tr>
<tr>
<td>Department Contact Name</td>
<td>Department Contact Telephone</td>
</tr>
</tbody>
</table>

Documents and Forms to be sent to Academic Affairs:
- Acceptance of Offer of Appointment (AA-15 Faculty), signed by the Department Chair, the Candidate and the Dean.
- VISA
- Original Criminal Background Check Disclosure Form (AA-38)
- Official Transcript or foreign credential evaluation (WES, etc.), if foreign earned degree, with highest degree earned, must be mailed directly to the University.
- Verification of Credentials Form (AA-34) with letters of recommendation or other documentation as appropriate.
- EPA Profile, printed out from HRMS.
- Submit EPAF
- Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.
- Summary of Part-Time Appointment (AA-16).
Process Checklist

Fall / Spring

Employment Process for Adjunct / Part-Time Faculty Checklist

Preparation for the Announcement:
- Review the UNC Charlotte Academic Personnel Procedures Handbook:
  https://procinst.unc Charlotte.academic personnel procedures handbook
- Part-time faculty appointments constituted a category of the Special Faculty Appointments that are made in accordance with UNCC Academic Personnel Procedures.

Recruiting Process:
- 1. Advertise positions.
- 3. Submit applications to the Office of Human Resources.

Screening Process:
- 1. Conduct initial screening to determine if applicants meet the criteria.
- 2. Conduct background checks on all candidates.
- 3. Select top applicants for interviews.

Appointment Process:
- 1. Submit applications to the Office of Human Resources.
- 2. Conduct interviews with candidates.
- 3. Make final decision on appointment.

Summer Checklist

Summer Adjunct / Part-Time Faculty Employment Process:
- Adjunct / Part-time faculty positions are subject to availability and do not require a summary (AA-56) or contract (AA-55) to be submitted to Academic Affairs. The Summer School will only issue a letter to faculty and will only provide the SRF to pay the W-2.
- For Faculty (Part-Time) Faculty, the following reports may be required:
  - Academic Affairs (AA-55) and summer (AA-55) must be submitted to Academic Affairs.
  - Academic Affairs must also submit additional documentation (per checklist below).

New Summer Adjunct / Part-Time Faculty Hire:
- EPA Profile: All new summer adjunct / part-time faculty must apply for an EPA profile by July 1, 2015.
- Original Certified Background Check Disclosure Form (AA-35): Must be completed pre-employment and sent via email to HR by April 15.
- VISA: For all Transients for the highest degree must be mailed directly to the University, not to the faculty appointee. If an applicant holds a foreign/ international higher degree, the following must have an official evaluation (FISSE, JSU) completed.
- Verification of Competence Form (AA-34): With letters of recommendation or other documentation, as appropriate.
- Faculty Qualifications Report (AA-27): If faculty does not hold the appropriate terminal degree for the discipline.
- On or before the new Adjunct / Part-time faculty member’s first day of work, they must submit Human Resources to complete the 16 process for a terminal degree and fill out new employee paperwork.

Returning Summer Part-Time Faculty Hire (with more than a year interval):
- EPA Profile: Any summer Adjunct / Part-time faculty who have a gap of more than a year break in service must apply for a new summer appointment at UNCC (AA-55) by April 15, 2015.
- Must complete another Original Certified Background Check Disclosure Form (AA-35): Must be completed pre-employment and sent via email to HR by April 15.
- Faculty Qualifications Report (AA-27): If faculty does not hold the appropriate terminal degree for the discipline.
- On or before the new Adjunct / Part-time faculty member’s first day of work, they must submit Human Resources to complete the 16 process for a terminal degree and fill out new employee paperwork.
Recruiting Process

Begin Recruitment

Department or College places advertisements
• In HRMS (Hires after July 1st Niner Talent) submit the posting for approval
• Ad must include the following statement and the criminal background check statement
  • “All finalists will be required to provide an official transcript.”
  • “All finalists will be subject to a criminal background check.”

Personnel Information Memorandum (PIM 8)

http://hr.uncc.edu/temporary-staff-employees

Duration of Employment

For temporary staff employees, the duration of employment assignment is governed by the State Personnel Commission as a means of controlling discrimination with regard to leave, medical, and/or retirement benefit entitlements. Temporary staff employees have no benefit entitlements.

1. Temporary employees who are hired to work a regular schedule of 19 hours or less per week may be employed for periods of up to 12 months. Such employment may be renewed annually for additional periods of up to 12 months.
2. Temporary employees who are hired to work an irregular or intermittent schedule may be employed for periods of up to 12 months. The hours worked may not exceed 993 hours during any 12 month period. Such employment may be renewed annually for additional periods of up to 12 months.
3. Temporary employees who are hired to work a regular schedule of 20 or more hours per week may be employed for periods up to eleven months. When sufficiently justified, an extension of the employment period for an additional month (total employment period of 12 months) may be requested and is subject to prior approval by Human Resources. However, in no case shall the period of temporary employment be 20 or more hours per week exceed a total of 12 months.
4. Temporary employees initially hired to work a regular schedule of 20 or more hours per week may have their employment converted to an irregular or intermittent schedule at any time as long as the hours worked do not exceed 993 hours during any 12 month period. The employee is eligible for renewed temporary employment.
5. Appointment to vacant permanent EPA, positions for specified periods of less than six months are considered temporary appointments. Appointments for specified periods of greater than six months (up to a maximum period of three years) are considered time-limited appointments and are benefits eligible. (See PIM 8, Recruitment and Selection of Employees Subject to the State Personnel Act)
6. Appointments to vacant permanent EPA, staff positions for specified periods of less than six months are considered temporary appointments. Appointments for specified periods of six months or longer are permanent appointments.
7. Temporary employees who are hired to work temporarily in a vacant permanent position may be appointed for no less than two weeks.
Postdoctoral Fellows
Adjunct/Part-Time Teaching Load

MEMORANDUM
To: Academic Affairs Budget Office Personnel
From: Research and Economic Development Staff on behalf of Bob Wilhelm
Date: May 2, 2014
Re: Guidance on the Issue of Postdoctoral Fellows Teaching Classes

The question has arisen recently about whether Postdoctoral Fellows should be allowed to teach courses in addition to their full-time research duties paid for by grant funds. Vice Chancellor Wilhelm has determined that Postdoctoral Fellows are subject to University Policy 101.15, “Additional Compensation for Professional Services to the University,” just as any other EPA staff member would be. Provost Loden has determined that University Policy 102.10, “Employment of Postdoctoral Fellows,” does not need to be revised; rather this issue will be handled by internal memorandum, and Research and Economic Development guidance is provided herein.

This guidance is for Postdoctoral Fellows who want to teach a course as permitted by University Policy 101.15. Postdoctoral Fellows may teach a course (limited to one course per semester) in addition to their regular duties. The payment for teaching a course will be treated as incidental compensation for work in excess of normal duties. Grant funds may not be used to pay for such teaching assignments.

Please note that this guidance does not cover cases where units want to split fund a Postdoctoral Fellow for different projects from different fund sources. Those instances will be handled by the Vice Chancellor for Research and Economic Development on a case-by-case basis as a normal part of the Postdoc’s employment process.

Criminal Background Check Disclosure Form (AA-38)

Submitted Pre-Employment
• Must be faxed before hire paperwork is completed to 7-0474
• Do not email!
• Only done for the selected new hire
• Use latest version
• Must be signed
Creation of Adjunct/Part-time Faculty UNCC ID

- After Criminal Background Check Results have been reported to the Department,
- Academic Affairs will create the UNCC ID (800#) and email either the Department Staff or the Business Manager.

(Notification will arrive through an email to the contact on CBC form)

- All new hires should complete their I-9 before the first work day.
  - Link to start the I-9 process: [https://hr.uncc.edu/i9](https://hr.uncc.edu/i9)
  - Complete the I-9 Process by sending the Adjunct/Part-time Faculty member to Human Resources (King 222) with a copy of the AA-15 contract and documents verifying employment eligibility.
  - If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office (ext. 7-7744)
Collecting Hiring Paperwork

Selection of New Hire

- (AA-16) Summary with all names (submitted to the College)
- Printed EPA Profile (from HRMS for new hires or more than 1yr break in service)
- Original Criminal Background Check Disclosure Form (AA-38) (with original signatures after background check is complete)
- Part Time Faculty Contract (AA-15) (with original signatures from the Chair, Dean, and PT Faculty Hire)
- Vita/Resume
- Verification of Credentials (AA-34), verifying Previous work experience
- Letters of Recommendation (if required by College or Referenced in AA-34)
- Official Transcripts (should be original, sent to the hiring department or directly to the University)
- Foreign Degree Evaluation (WES/Trustforte)
- (AA-21) is only required if the faculty member does not have a degree in the field they are teaching or a terminal degree (see SACS 3.7.1)
- Electronic Personnel Action Form (EPAF)
Foreign Degree Evaluation

https://www.wes.org/ or http://www.trustfortecorp.com/academic.html

Electronic Transcripts

- Have the Department Chair forward emails related to the electronic transcript to the College Business Manager, who will forward the emails to Academic Affairs.
- These may be sent in 2 separate emails. *(Keep in mind there may be a limited number of times this document can be accessed.)*
- An official electronic transcript should be transmitted directly from the issuing institution to the hiring department.
SACS 3.7.1 Comprehensive Standard

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution should consider the following factors:

- Faculty teaching general education courses at the undergraduate level:
  - Doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 15 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:
  - Doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 30 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:
  - Doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 15 graduate semester hours in the teaching discipline).
- Faculty teaching baccalaureate courses:
  - Doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 15 graduate semester hours in the teaching discipline).
- Faculty teaching graduate and post-baccalaureate courses:
  - Doctorate or master’s degree in the teaching discipline or a related discipline.
- Graduate teaching assistant: master’s in the teaching discipline or 15 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

(Always use most recent Version)
Hiring Procedures for Part Time/Adjunct Faculty

### SIAASGN Screen

- shows all classes and Credit Hours for AA-16 Summaries

![SIAASGN Screen](image)

### AA-16 Summary

**FTE/Credit Hour Conversion Chart**

<table>
<thead>
<tr>
<th>Credit Hour Taught</th>
<th>0.125 FTE Effort EQUIV</th>
<th>Corresponding FTE</th>
<th>% of FT</th>
</tr>
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<tbody>
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<td>0.03</td>
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<tr>
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<tr>
<td>&gt;31</td>
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Payments for Adjunct/Part-time Hiring

- Create an EPAF once the contract (AA-15) and summaries (AA-16) are complete. *(The EPAF is the payroll form)*

EPAF Sample

- Use EPAF for initial payment only
- Use PD7 for revisions
- Pre-set dates are set shortly before each semester begins
- Query Dates must be manually entered as either the 1st or the 16th
Recruiting Process

Complete File

- AA-16 Summary submitted to College
- EPAF Created for Payment
- AA-15 Faculty Contract Original signed and submitted
- Original Signed Criminal Background Check Disclosure Form, AA-38
- EPA Profile Form of New Part-time Faculty (printed from HRMS)
- Vita/Resume
- Verification of Credentials, AA-34 -Faculty
- Official Transcript – Must be sent directly to University
- (WES or Trustforte foreign Degree Evaluation, if the transcript is from an institution outside of the country)

Adjunct/Part-time Payment Changes/Superseding

- Updated AA-16 summary is required to show changes
- Revised AA-15 Faculty Contract is required with all original signatures
- Superseding PD7 is required to change dates, salary, or to resign (on Pink Paper referencing the previous EPAF Transaction and Position Number)
- Include email or letter stating reason for resignation
Superseding Instructions

Guidelines for Creating a Superseding PD7 and updated contract for Adjunct/Part-time

- Use the new hire’s legal name
- Include Department Name
- Contract Date will be the day the semester starts (refer to the 5 year Academic Calendar). If you have questions regarding the contract start date, check with your College Business Officer.
- When completing Section 3 of PD7 for part-time faculty hires, the salary will always be an agreed upon amount paid over the pay periods listed either by semester or over the academic year.

Payroll Distribution Form (PD7)

Sample superseding PD-7 for Adjunct/Part-Time Faculty Appointment Change
Adjunct/Part-time appointment PD7s should be signed in the requested block, by the Dean of the College and approved by the Provost.

**Things to Remember from Today’s Workshop**

- Always use the most current forms from the Academic Affairs website
- If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office (ext. 7-7744)
- Each Department should have an updated AA-16 summary each time a change is made (this is also shared with institutional research for reporting)
- Send original documents
- Official Transcripts must be sent directly to the University
- Remember the PD7 is used to make a change to dates or salary and it must have a corresponding contract with changes.
Please feel free to ask questions now or contact your College Business Manager.