



# UNC CHARLOTTE

Academic Affairs  
 9201 University City Blvd, Charlotte, NC 28223-0001  
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## Employment Process for Adjunct / Part-Time Faculty Checklist

### Preparation for the Recruitment

Review the UNC Charlotte Academic Personnel Procedures Handbook. <a href="https://provost.uncc.edu/epa/academic-personnel-procedures-handbook">https://provost.uncc.edu/epa/academic-personnel-procedures-handbook</a>	Hiring Authority (Dean, Chair, Director, etc)
<i>Part-time faculty appointments comprise a category of the Special Faculty Appointments that are made in accordance with <a href="#">Section 3.4 of the Tenure Document</a>.</i>	
<i>The Deans have complete administrative authority to make part-time faculty appointments.</i>	

### Recruitment Process

1. Authorize recruitment	Dean
2. Submit Adjunct / Part-Time posting in HRMS for approval and posting to the jobs.uncc.edu website	Department or Dean's Office
<i>As applicants apply for position, an automated e-mail is sent to them provided they included their e-mail address.</i>	

### Screening Process

1. Guest user account for our on-line application website is assigned	Academic Affairs
2. Conduct initial screening of applications to identify applicants who do meet the minimum criteria advertised for the position and who may be considered further.	Department Chair
3. Choose top applicants who will be hired as Adjunct / Part-Time faculty.	Department Chair

### Appointment Process

1. Once candidates to be hired are identified have them complete the Criminal Background Check Disclosure Form ( <i>Form AA-38</i> ).	Candidate
2. Complete Foreign Visitor Information Form for each non-resident alien to be hired, if applicable.	Department Chair
Contact the International Student/Scholar Office (ISSO) immediately if hiring a foreign national instructor. For more information about the steps to take, the types of visas that are acceptable for employment and new hire packets for foreign nationals, along with links to ISSO and the Tax Office go to: <a href="http://hr.uncc.edu/recruitment-and-hiring/international-employment">http://hr.uncc.edu/recruitment-and-hiring/international-employment</a>	
3. Fax completed Criminal Background Check Disclosure Form (AA-38) to Academic Affairs (x70474) for the selected candidate.	Department

	4. Process the criminal background check. and notify department of the criminal background check results	Academic Affairs
	5. Notify department of the criminal background check results and confirm with the department that the candidate will be hired	Academic Affairs
	6. If the candidate does not have a UNCC ID, the ID will be created and the department will be notified	Academic Affairs
	7. Prepare and mail Offer of Appointment (AA-15) for signature by candidate	Department Chair
	8. Notify candidate that they must complete the I-9 Verification (Two sections, prior to first day of work)	Department
	9. Complete Verification of Credentials For Faculty (AA-34 Fac) form for the selected candidate.	Department Chair
	10. Print off EPA Profile from HRMS, to be sent to Academic Affairs with hiring packet	Department
	11. Submit EPAF and candidate's complete file to the Dean.	Department Chair
	Complete file includes:	
	<ul style="list-style-type: none"> <li>• Accepted Offer of Appointment(AA-15 Fac)</li> <li>• Vita</li> <li>• Official Transcript documenting highest degree earned – Must be sent directly to the University</li> <li>• Verification of Credentials for Faculty (AA-34 Fac)</li> <li>• EPA Profile Form</li> <li>• Criminal Background Check Disclosure Form (AA-38)</li> <li>• Foreign Visitor Information Form for non-residential aliens</li> <li>• Summary of Part-Time Faculty Appointments (AA-16)</li> </ul>	
	12. Review file and EPAF for completion and accuracy.	Dean
	13. Forward accepted appointments with complete file to the Office of Academic Affairs.	Dean
	14. Approves EPAF and establishes official personnel file for the faculty member.	Academic Affairs
	15. Email Academic Affairs and request to close the posting once you have chosen all the candidates you need for the semester	Hiring Manager

### ***Changes in the terms of appointment***

If a change to the terms of appointment is needed (i.e. change in salary, change in start date, etc) the following procedures should be followed.

	1. If any of the terms on the Offer of Appointment (AA-15) change a new or revised AA-15 must be signed by the candidate and the original sent to Academic Affairs	Department Chair
	2. A superseding PD-7 (on pink paper) is forwarded to Academic Affairs for signature	Department
	3. Send revised AA-15, superseding PD-7 and a revised Summary of Part-Time Faculty Appointment (AA-16) to Academic Affairs	Dean