



UNC CHARLOTTE

Academic Affairs

9201 University City Blvd, Charlotte, NC 28223-0001

t/ 704.687.5777 www.provost.uncc.edu

New Part-Time Faculty Employment Forms Checklist

Employee Name _____	Title _____
College _____	Department _____
Department Contact Name _____	Department Contact _____
Telephone _____	

All new Adjunct / Part-Time faculty hires, or those who have had more than a 12-month break in service, must apply in NinerTalent.

Documents and Forms to be sent to Academic Affairs

- Accepted Offer of Appointment (AA-15 Faculty), signed by the Department Chair, the Candidate and the Dean
- 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
- 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) submitted in electronic format as an Excel File

New Part-Time Faculty Reminders

- Criminal background checks *must* be done pre-employment; email faculty-recruit@uncc.edu to initiate the background screening process
- Part-time faculty members are paid twice a month, on the 15th and the last working day of each month and receive either eight or ten checks depending on the semester.
- On or before the new Faculty members first day of work they must visit Human Resources to complete the I-9 process and to fill out new employee paperwork. The new faculty member should bring signed Offer of Appointment (AA-15) with them to HR.
- Federal regulations require the I-9 to be completed on or before the first day of work.
- New Faculty members must bring the following items to Human Resources:
 - Documents of verification & employment eligibility for I-9
 - Bank information for Direct Deposit.
 - The University strongly recommends each employee present his/her original Social Security Card or official proof of application