New Part-Time Faculty Employment Forms Checklist

Employee Name ______________________ Title ______________________
College ____________________________ Department ______________________
Department Contact Name ______________________ 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