



Summer Adjunct / Part-Time Faculty Employment Process

- Adjunct / Part-time faculty paid through the Summer School office and their budget does not require a Summary (AA-16) or contracts (AA-15) to be submitted to AA. Instead, the Summer School office will send a hire letter to faculty being paid by the Summer School office. They will also submit the EPAF for payment. Academic Affairs may need additional hiring paperwork (see checklists, below).
- If the Adjunct / Part-Time faculty hire will be paid using Departmental or College funding an EPAF, contract (AA-15) and summary (AA-16) must be submitted in electronic format as an Excel File.
 - Hiring documents are to be sent to Academic Affairs.
- On or before the new Adjunct / Part-time faculty members' first day of work they must visit Human Resources to complete the I-9 process (per a federal requirement) and fill out new employee paperwork.

| New Summer Adjunct / Part-Time Faculty Hire | |
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| <input type="checkbox"/> | All <u>new</u> summer Adjunct / Part-time faculty hires must apply for a new summer job posting in NinerTalent. |
| <input type="checkbox"/> | Criminal Background Check - <i>Must be completed pre-employment. Email faculty-recruit@uncc.edu to initiate background screening.</i> |
| <input type="checkbox"/> | Vita. |
| <input type="checkbox"/> | Official Transcript for the highest degree earned must be mailed directly to the University, not to the faculty applicant. If the applicant holds a foreign / international highest earned degree, the transcript must have a credential evaluation (WES, etc) completed. |
| <input type="checkbox"/> | Verification of Credentials Form (AA-34); with letters of recommendation or other documentation, as appropriate. |
| <input type="checkbox"/> | Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline. |

| Returning Summer Part-Time Faculty Hires (with <u>more than</u> a year break in service) | |
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| <input type="checkbox"/> | Any summer Adjunct / Part-time faculty hires who have <u>more than</u> a year break in service must apply for a new summer job posting in NinerTalent. |
| <input type="checkbox"/> | Must complete a Criminal Background Check - <i>Must be completed pre-employment. Email faculty-recruit@uncc.edu to initiate background screening.</i> |
| <input type="checkbox"/> | Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline. |

| Returning Summer Part-Time Faculty Hires (with <u>less than</u> a year break in service) | |
|---|--|
| <input type="checkbox"/> | Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline. |