# New Part-Time Faculty Employment Forms Checklist

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

### 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.