Academic Budget and Personnel Website
http://provost.uncc.edu/academic-budget-personnel

Forms
Checklists
Faculty Recruiting Forms Checklist

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)
Adjunct/Part-Time Faculty Reminders

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.
# Fall & Spring Hiring Process Checklist

## Employment Process for Adjunct / Part-Time Faculty Checklist

### Preparation for the Recruitment

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Authority (Dean, Chair, Director, etc)</td>
<td></td>
</tr>
<tr>
<td>Part-time faculty appointments comprise a category of the Special Faculty Appointments that are made in accordance with Section 3.4 of the Tenure Document.</td>
<td></td>
</tr>
<tr>
<td>The Deans have complete administrative authority to make part-time faculty appointments.</td>
<td></td>
</tr>
</tbody>
</table>

### Recruitment Process

1. **Authorize recruitment**
   - Begin a Temp Hire Posting for Adjunct / Part-Time Faculty in NinerTalent.
   - Create a Guest account, if needed. Add search committee members, if needed. Transition the posting to Human Resources.

2. **Recruitment Process**
   - Reviews posting, adds posting specific questions. Posts the position to jobs.uncc.edu.
   - At this time applicants may begin applying. As applicants apply for position, an automated e-mail is sent to them provided they included their e-mail address.

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Temp Hire Manager / Department or Dean's Office</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
</tr>
</tbody>
</table>

### Screening Process

1. **Conduct initial screening of applications to identify applicants who do meet the minimum criteria advertised for the position and who may be considered further.**

2. **Choose top applicants who will be hired as Adjunct / Part-Time faculty.**

3. **Change applicant status of those candidates to “Recommend for Hire”**
   - Send an email to [faculty-recruit@uncc.edu](mailto:faculty-recruit@uncc.edu) for Academic Affairs to initiate the Criminal Background Check. An email is initiated by Academic Affairs using the email address the candidate listed on their application in NinerTalent. An email will be sent directly to the final candidate from the vendor, Infonart.

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp Hire Manager</td>
<td></td>
</tr>
<tr>
<td>Temp Hire Manager / Department Chair</td>
<td></td>
</tr>
<tr>
<td>Temp Hire Manager</td>
<td></td>
</tr>
</tbody>
</table>
Summer Hiring Process Checklist

- 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.
  - 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

- All new summer Adjunct / Part-time faculty hires must apply for a new summer job posting in NinerTalent.
- **Criminal Background Check** - Must be completed pre-employment. Email faculty-recruit@uncc.edu to initiate background screening.
- Vita
- 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.
- **Verification of Credentials Form** (AA-34); with letters of recommendation or other documentation, as appropriate.
- **Faculty Qualifications Report** (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.

### Returning Summer Part-Time Faculty Hires (with more than a year break in service)

- Any summer Adjunct / Part-time faculty hires who have more than a year break in service must apply for a new summer job posting in NinerTalent.
- Must complete a **Criminal Background Check** - Must be completed pre-employment. Email faculty-recruit@uncc.edu to initiate background screening.
- **Faculty Qualifications Report** (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.

### Returning Summer Part-Time Faculty Hires (with less than a year break in service)

- **Faculty Qualifications Report** (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.
Begin Recruitment

• Department or College places advertisements
• In NinerTalent (jobs.uncc.edu/hr) submit the Temp Hire posting for approval
• Ad must include the following statement and the criminal background check statement
  • “All finalists will be required to provide an official transcript.”
  • “All finalists will be subject to a criminal background check.”
Duration of Employment

For temporary staff employees, the duration of employment assignment is governed by the State Personnel Commission as a means of controlling discrimination with regard to leave, medical, and/or retirement benefit entitlements. Temporary staff employees have no benefit entitlements.

1. Temporary employees who are hired to work a regular schedule of 19 hours or less per week may be employed for periods of up to 12 months. Such employment may be renewed annually for additional periods of up to 12 months.
2. Temporary employees who are hired to work an irregular or intermittent schedule may be employed for periods of up to 12 months. The hours worked may not exceed 988 hours during any 12 month period. Such employment may be renewed annually for additional periods of up to 12 months.
3. Temporary employees who are hired to work a regular schedule of 20 or more hours per week may be employed for periods up to eleven months. When sufficiently justified, an extension of the employment period for an additional month (total employment period of 12 months) may be requested and is subject to prior approval by Human Resources. However, in no case shall the period of temporary employment at 20 or more hours per week exceed a total of 12 months.
4. Temporary employees initially hired to work a regular schedule of 20 or more hours per week may have their employment converted to an irregular or intermittent schedule at any time as long as the hours worked do not exceed 988 hours during any 12 month period. The employee is eligible for renewed temporary employment.
5. Appointment to vacant permanent SPA positions for specified periods of less than six months are considered temporary appointments. Appointments for specified periods of greater than six months (up to a maximum period of three years) are considered time-limited appointments and are benefits eligible. (See PIM-43, Recruitment and Selection of Employees Subject to the State Personnel Act).
6. Appointments to vacant permanent EPA staff positions for specified periods of less than six months are considered temporary appointments. Appointments for specific periods of six months or longer are permanent appointments.
7. Temporary employees who are hired to work temporarily in a vacant permanent position may be appointed for no less than two weeks.
Postdoctoral Fellows
Adjunct/Part-Time Teaching Load

MEMORANDUM

To: Academic Affairs Budget Office Personnel
From: Research and Economic Development Staff on behalf of Bob Wilhelm
Date: May 2, 2014
Re: Guidance on the Issue of Postdoctoral Fellows Teaching Classes

The question has arisen recently about whether Postdoctoral Fellows should be allowed to teach courses in addition to their fulltime research duties paid for by grant funds. Vice Chancellor Wilhelm has determined that Postdoctoral Fellows are subject to University Policy 101.15, “Additional Compensation for Professional Services to the University,” just as any other EPA staff member would be. Provost Lorden has determined that University Policy 102.10, “Employment of Postdoctoral Fellows,” does not need to be revised; rather this issue will be handled by internal memorandum, and Research and Economic Development guidance is provided herein.

This guidance is for Postdoctoral Fellows who want to teach a course as permitted by University Policy 101.15. Postdoctoral Fellows may teach a course (limited to one course per semester) in addition to their regular duties. The payment for teaching a course will be treated as incidental compensation for work in excess of normal duties. Grant funds may not be used to pay for such teaching assignments.

Please note that this guidance does not cover cases where units want to split fund a Postdoctoral Fellow for different projects from different fund sources. Those instances will be handled by the Vice Chancellor for Research and Economic Development on a case-by-case basis as a normal part of the postdoc’s employment process.
Criminal Background Check

• Submitted Pre-Employment

• When is a criminal background check needed?
  • New hire
  • A returning faculty member who has not had one run previously
  • A returning faculty member who has had a one year (12+ months) or more break in service
Criminal Background Check

Email the information below to faculty-recruit@uncc.edu to begin the process:

• Legal Name of the Final Candidate
• Position Number (if full-time faculty)
• Position Type (Full-time Faculty, Part-time Faculty, Post Doc)
• Department
• Department Contact Name (if different from person sending the email)
• Department Org Code

http://provost.uncc.edu/sites/provost.uncc.edu/files/fields/form/form_file/CBC_Process_for_Faculty_7-1-2015_0.pdf
Creation of Adjunct / Part-time Faculty UNCC ID

• After Criminal Background Check Results have been reported to the Department, Academic Affairs will create the UNCC ID (800#) and email either the Department Staff or the Business Manager.

• Notification will arrive through email, to the contact who submitted the Background Check
Prior to their First Day

• All new hires should complete their I-9 before their first work day.
  ✓ Link to start the I-9 process: https://hr.uncc.edu/i9
  ✓ Complete the I-9 Process by sending the Adjunct/Part-time Faculty member to Human Resources (King 222) with a copy of the AA-15 contract signed by all parties and documents verifying employment eligibility.

• If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office. (ext. 7-7744)
Collecting Hiring Paperwork

- Summary (AA-16) with all names (submitted to the College)
- All new Adjunct/Part-Time faculty hires must apply in NinerTalent (*re-hires with more than 1yr break in service must re-apply in NinerTalent*)
- Response from Academic Affairs that the Criminal Background Check meets company standards.
- Part Time Faculty Contract (AA-15) (*with original signatures from the Chair, Dean, and PT Faculty Hire*)
- Vita/Resume should be in NinerTalent (*no need to send it to Academic Affairs*)
- Verification of Credentials (AA-34), verifying Previous work experience
- Letters of Recommendation (*if required by College or Referenced in AA-34*)
- Official Transcripts (Must be original, sent directly to the University)
  - If highest earned degree is foreign - Foreign Degree Evaluation (WES/Trustforte)
- (AA-21) is only required if the faculty member does not have a degree in the field they are teaching or a terminal degree (see SACS 3.7.1)
- Electronic Personnel Action Form (EPAF)
Must be signed by the Department Chair, Dean and Faculty Member
AA-21 – Exceptions to the Criteria for Accreditation Sample

Provide a detailed description of the faculty members' competencies.

Must be signed by the Department Chair, Dean and approved by Senior Associate Provost.
Foreign Degree Evaluation

https://www.wes.org/ or http://www.trustfortecorp.com/academic.html
Electronic Transcripts

• Forward emails related to the electronic transcript to the College Business Manager, who will forward the emails to Academic Affairs.

• These may be sent in 2 separate emails (one may be a link and the other may be the passcode).

• *Keep in mind there may be a limited number of times this document can be accessed.*

• An official electronic transcript should be transmitted directly from the issuing institution to the hiring department.
SACS 3.7.1 Comprehensive Standard

FACULTY CREDENTIALS -
Guidelines -

Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

a. Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree; bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

f. Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006
# AA-16 Summary

Always use most recent Version

## Summary of Part-Time Faculty Appointments

<table>
<thead>
<tr>
<th>UNCC ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Highest Degree Earned</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Contact Hours</th>
<th>F.T.E.</th>
<th>Salary (Semester Only)</th>
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<tbody>
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<td>Smith</td>
<td>Joe</td>
<td>F</td>
<td>PhD</td>
<td>1105</td>
<td>004</td>
<td>2.5</td>
<td>225</td>
<td>$3,500</td>
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<td>2102</td>
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<td></td>
<td></td>
<td></td>
<td>2007</td>
<td>007</td>
<td>2.5</td>
<td>225</td>
<td>$3,500</td>
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<td>225</td>
<td>$3,500</td>
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<td>225</td>
<td>$3,500</td>
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<tr>
<td>4th Class stipend</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$1,000</td>
</tr>
<tr>
<td>000-00-0000</td>
<td>Posey</td>
<td>Mary</td>
<td>J</td>
<td>MSN</td>
<td>1101</td>
<td>003</td>
<td>1.34</td>
<td>075</td>
<td>$1,500</td>
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</tbody>
</table>

**Semester Totals:**

- 13
- 11.34
- .975
- $16,500
Banner - SIAASGN Screen
Shows all classes and Credit Hours for AA-16 Summaries
## AA-16 Summary

### FTE/Credit Hour Conversion Chart

<table>
<thead>
<tr>
<th>Credit Hrs Taught</th>
<th>Hrs/Wk Effort EQUIV</th>
<th>Corresponding FTE</th>
<th>% of FT</th>
<th>ACA</th>
<th>Healthcare</th>
<th>Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>0.075</td>
<td>7.5%</td>
<td></td>
<td>Not</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>0.150</td>
<td>15%</td>
<td></td>
<td>ACA</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9</td>
<td>0.225</td>
<td>22.5%</td>
<td></td>
<td>healthcare</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>0.300</td>
<td>30%</td>
<td></td>
<td>eligible</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td>0.375</td>
<td>37.5%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>18</td>
<td>0.450</td>
<td>45%</td>
<td></td>
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<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
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<td>0.500</td>
<td>60%</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>67.5%</td>
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<td></td>
<td></td>
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<tr>
<td>10</td>
<td>30</td>
<td>0.750</td>
<td>75%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>33</td>
<td>0.825</td>
<td>82.5%</td>
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<td></td>
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<td>0.900</td>
<td>90%</td>
<td></td>
<td>healthcare</td>
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<td>39</td>
<td>0.975</td>
<td>97.5%</td>
<td></td>
<td>eligible</td>
<td></td>
</tr>
<tr>
<td>&gt;13</td>
<td>40</td>
<td>1.000</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payments for Adjunct/Part-time Hiring

• Create an EPAF once the Part-Time Faculty Contract (AA-15) and Summaries (AA-16) are complete.

• *The EPAF is the payroll form.*
EPAF Sample

- EPAF - Initial payment only
- PD7 - Revisions
- Pre-set dates are set shortly before each semester begins
- Query Dates must be manually entered as either the 1st or the 16th
Complete File

• AA-16 Summary, submitted to College
• EPAF Created for Payment
• AA-15 Faculty Contract Original signed and submitted
• Email faculty-recruit@uncc.edu to begin the background screening request
• All new Adjunct/Part-Time faculty hires must apply in NinerTalent

• Vita/Resume should be in NinerTalent (no need to send it to Academic Affairs)
• Verification of Credentials, AA-34 -Faculty
• Official Transcript – Must be sent directly to University
  • WES or Trustforte foreign Degree Evaluation, if the transcript is from an institution outside of the country
Adjunct / Part-time Payment Changes / Superseding

- Updated AA-16 summary is required to show changes
- Revised Faculty Contract (AA-15) is required with all original signatures
- Superseding PD7 is required to change dates, salary, or to resign
  - On Pink Paper referencing the previous EPAF Transaction and Position Number
- If resigning, include email or letter stating reason for resignation
Superseding Instructions

Guidelines for Creating a Superseding PD7 and updated contract for Adjunct/Part-time

• Use the new hire’s legal name
• Include Department Name
• Contract Date will be the day the semester starts (refer to the 5 year Academic Calendar). If you have questions regarding the contract start date, check with your College Business Officer.
• When completing Section 3 of PD7 for part-time faculty hires, the salary will always be an agreed upon amount paid over the pay periods listed either by semester or over the academic year.
**Payroll Distribution Form (PD7)**

*Sample superseding PD-7 for Adjunct/Part-Time Faculty Appointment Change*

---

### Form PD-7

(March, 2014)

**UNC CHARLOTTE ACADEMIC PERSONNEL ACTION**

- **Date Submitted**: 1/5/2015
- **Superseding Previous PD-7 Dated**: 6/0010

### (1) Legal Last Name

| Smith |

#### Legal First Name

| Joe |

#### Middle Name

| A |

### Department

| Biological Science |

### Primary Employment Status

- Full Time
- 9 Mos
- 12 Mos
- Part Time

---

### (2) APPOINTMENT

- **Rank or Title**:  
- **Contract Dates**: From
- **Effective Payroll Dates**:  
- **Annual Salary Amount**
- **Stipend Amount**
- **Total Annual Salary**: $0.00

### REAPPOINTMENT

#### Position#  

### CHANGE

#### Position#

#### If split funded, enter %

#### Account Code

### Comments

---

### (3) PART-TIME OR EPA TEMPORARY OR POST-DOC

- **Salary Amount**: $3,000.00
- **Rank or Position**: Part-Time Lecturer
- **Contract Dates**: From 1/7/2015 To 5/14/2015
- **Effective Payroll Dates**:  
- **Comments**: Salary or date change (insert other comments)

#### Index/Fund #

| 101000 |

#### Account Code

| 913200 |
Payroll Distribution Form PD7

Adjunct/Part-time appointment PD7s should be signed in the requested block, by the Dean of the College and approved by the Provost.

<table>
<thead>
<tr>
<th>Requested by:</th>
<th>Date</th>
<th>Approved by:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, College of XXXX</td>
<td></td>
<td>Prov/Vice Chan, Academic Affairs</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Academic Affairs / Human Resources</th>
<th>Budget</th>
<th>Payroll</th>
<th>Grants &amp; Contracts Admin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>By</td>
<td>By</td>
<td>By</td>
<td>By</td>
</tr>
</tbody>
</table>
Things to Remember from Today’s Workshop

- Always use the most current forms from the Academic Affairs website
- If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office (ext. 7-7744)
- Each Department should have an updated AA-16 summary each time a change is made
- Send original documents
- Official Transcripts must be sent directly to the University
- PD7 is used to make a change to dates or salary and it must have a corresponding contract with changes, along with an Updated AA-16 Summary.
Please feel free to ask questions now or contact your College Business Manager.

Franci Hamilton – Academic Affairs Administrative Support Specialist
frhamilt@uncc.edu, x75776