Procedures for Hiring Adjunct/Part-Time Faculty

October 11, 2017
Franci Hamilton – Academic Affairs
Academic Budget and Personnel Website

http://provost.uncc.edu/academic-budget-personnel

Academic Budget and Personnel

The Office of Academic Affairs Budget and Personnel (AABP) operates within the Office of Academic Affairs and supports the Provost. AABP develops a comprehensive budget and personnel model to help align resources with strategic objectives of the division and University. The office works in close coordination with campus partners to guide, refine, and interpret major policies and process areas that have significant impact on the division to promote student success, efficiency, accountability, and appropriate cost and procedural controls.

AABP is also responsible for developing the divisional budget and related annual budget call process, providing integrated resource planning and analysis, and ensuring data capabilities that supports leadership decision-making and reporting requirements.

AABP manages the personnel processes for faculty including recruitment, hiring and retention; leave and re-assignment of duties; requests for salary administration and special pays, and the faculty re-appointment, promotion, and tenure process. The office ensures that tenured personnel files are maintained to the compliance standards set forth by the Southern Association of Colleges and Schools (SACS), our institution’s accrediting body.
# 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) submitted in electronic format as an Excel File
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>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time faculty appointments comprise a category of the Special Faculty Appointments that are made in accordance with <a href="http://provost.uncc.edu/academic-budget-personnel/handbook">Section 3.4 of the Tenure Document</a>.</td>
</tr>
<tr>
<td>The Deans have complete administrative authority to make part-time faculty appointments.</td>
</tr>
</tbody>
</table>

### Recruitment Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Authorize recruitment</td>
</tr>
<tr>
<td>2.</td>
<td>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.</td>
</tr>
<tr>
<td>3.</td>
<td>Reviews posting, adds posting specific questions. Posts the position to jobs.uncc.edu</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

### Screening Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conduct initial screening of applications to identify applicants who do meet the minimum criteria advertised for the position and who may be considered further.</td>
</tr>
<tr>
<td>2.</td>
<td>Choose top applicants who will be hired as Adjunct / Part-Time faculty.</td>
</tr>
<tr>
<td>3.</td>
<td>Change applicant status of those candidates to “Recommend for Hire”</td>
</tr>
<tr>
<td>4.</td>
<td>Send an email to <a href="mailto:faculty-recruit@uncc.edu">faculty-recruit@uncc.edu</a> 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, Infomart.</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 EP AF for payment. Academic Affairs may need additional hiring paperwork (see checklists, below).
  - Hiring documents are to be sent to Academic Affairs.
- If the Adjunct / Part-Time faculty hire will be paid using Departmental or College funding an EP AF, contract (AA-15) and summary (AA-16) must be submitted in electronic format as an Excel File.
- 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.

<table>
<thead>
<tr>
<th>New Summer Adjunct / Part-Time Faculty Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ All new summer Adjunct / Part-time faculty hires must apply for a new summer job posting in NinerTalent.</td>
</tr>
<tr>
<td>☐ Criminal Background Check - Must be completed pre-employment. Email <a href="mailto:faculty-recruit@uncc.edu">faculty-recruit@uncc.edu</a> to initiate background screening.</td>
</tr>
<tr>
<td>☐ Vita.</td>
</tr>
<tr>
<td>☐ 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.</td>
</tr>
<tr>
<td>☐ Verification of Credentials Form (AA-34); with letters of recommendation or other documentation, as appropriate.</td>
</tr>
<tr>
<td>☐ Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Returning Summer Part-Time Faculty Hires (with more than a year break in service)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 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.</td>
</tr>
<tr>
<td>☐ Must complete a Criminal Background Check - Must be completed pre-employment. Email <a href="mailto:faculty-recruit@uncc.edu">faculty-recruit@uncc.edu</a> to initiate background screening.</td>
</tr>
<tr>
<td>☐ Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Returning Summer Part-Time Faculty Hires (with less than a year break in service)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Duration</th>
<th>Benefit Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 or less hours</td>
<td>12 months at a time</td>
<td>None</td>
</tr>
<tr>
<td>Intermittent</td>
<td>12 months at a time</td>
<td>None</td>
</tr>
<tr>
<td>20 to 29 hours</td>
<td>11 months</td>
<td>None</td>
</tr>
<tr>
<td>30 to 40 hours</td>
<td>11 months</td>
<td>Eligible for ACA high deductible plan</td>
</tr>
</tbody>
</table>

1. Temporary employees who are hired to work a regular schedule of 19 hours or less per week may be employed for a period 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 to 29 hours a week may be employed for up to eleven months. It is imperative that departments ensure that the employee does not work more than 29 hours a week or average less than 130 hours monthly.

4. Temporary employees who are hired to work a regular schedule of 20-40 hours per week may be employed for 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 20-40 hours per week exceed a total of 12 months.
   a. Once a temporary employee has worked eleven or twelve consecutive months they must take a 31 day break in service from the University before they can return for another temporary work assignment, or
   b. They can have their employment converted to a part-time or intermittent schedule, as long as the hours worked do not exceed 988 hours during any 12 month period. The employee is ineligible to work more than 19 hours a week, until a 31 day break of service is taken.

5. Departments are encouraged to establish time-limited position for a temporary assignment that can last more than one year, with a max employment time of three years. These positions are benefits eligible. (See PIM-56, Establishing SHRA Positions under Career Banding for guidance.)
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
• Previous 800#
• Start Date or Semester they will begin Work for 800# activation

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) in electronic Excel file format
• 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)
Part-Time Faculty Contract (AA-15)

### Offer of Part-Time Faculty Appointment

**EMPLOYEE INFORMATION:**
- Employee's Name: [Insert Name]
- UNCC ID: [Insert ID]
- Title: [Insert Title]
- Department: [Insert Department]
- Salary: $ [Insert Salary]
- Date: [Insert Date]

### EMPLOYMENT TERM:
- [ ] Academic Year 20__-21
- [ ] Fall Semester 20__
- [ ] Spring Semester 20__
- [ ] Other Dates: [Insert Other Dates]
- Payroll Dates: September 15 - May 31
- September 15 - December 31
- January 15 - May 31

### TEACHING ASSIGNMENT:
- Other Course Related Responsibilities:
  - [ ] COURSE NAME and NUMBER & SECTION NUMBER:
    - 1) [Insert Course 1]
    - 2) [Insert Course 2]
    - 3) [Insert Course 3]
    - 4) [Insert Course 4]
    - 5) [Insert Course 5]

All faculty appointments at UNC Charlotte are made under the provisions of the Faculty Handbook, Regulations, and Procedures of The University of North Carolina at Charlotte. A copy of that document is available in the Library, or at the Faculty Handbook (www.uncc.edu/hr/aa-15). This appointment is contingent upon the continuing availability of funds. If the funding for this position ceases or is diminished, then the University will endeavor to provide notice to you of the earliest possible date. However, the notice requirements set forth in EEO Policy 205.11 are applicable if the position is terminated for lack of funds.

The University may terminate this appointment for the following reasons:
- Inefficient number of students enrolled in the course number and section numbers stated above.
- Inadequate or unsatisfactory performance, neglect of duty, or misconduct that interferes with your ability to perform effectively the requirements of your employment.
- Your salary will be prorated and you will be paid only for the period prior to the effective date of the termination of this appointment.
- All applicable policies and regulations of University are incorporated into this agreement as if fully set forth herein. Continued employment under the contract is contingent upon enrollment in the University direct deposit program and upon University obtaining a criminal background report and determining that the nature and seriousness of any criminal offenses would not disqualify the University from hiring. Faculty members of The University of North Carolina at Charlotte are responsible for enforcing the UNC Charlotte Code of Student Academic Integrity. All academic dishonesty by students in any of your classes must be handled in accordance with its provisions. You may obtain a copy from your Department Chair, or visit it on line at www.uncc.edu/departments/aid.

As required by federal law, prior to or on the first day of employment, Faculty Member must complete Section I of the I-9. Within three days of the first day of employment, Faculty Member must provide accurate documentation of identity and eligibility to work in the United States consistent with the federal and state government regulations. Furthermore, notwithstanding the Faculty Member’s compliance with the requirements of the preceding sentence, Faculty Member’s employment is subject to final confirmation of an acceptable work status by the Social Security Administration and administration of the Southern Association of Colleges and Schools (SACS). If the SACS is not satisfied, the faculty member may be prohibited from teaching or holding any position at the University unless the faculty member’s status is certified by the SACS.

Faculty members of The University of North Carolina at Charlotte are responsible for enforcing the UNC Charlotte Code of Student Academic Integrity. Academic dishonesty by students in any of your classes must be handled in accordance with its provisions. You may obtain a copy from your Department Chair, or visit it on line at www.uncc.edu/departments/aid.

**Reasons to Terminate**

**Direct Deposit & Criminal Background Check**

**Chair Responsible for Orientation**

**I-9 Requirement**

**Must be signed by the Department Chair, Dean and Faculty Member**
SACS 3.7.1 Comprehensive Standard

Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

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-21 – Exceptions to the Criteria for Accreditation Sample

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

Provide a detailed description of the faculty members competencies.

<table>
<thead>
<tr>
<th>Faculty Member Name</th>
<th>Jane Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCC ID</td>
<td>800201000</td>
</tr>
<tr>
<td>College</td>
<td>College of Arts and Letters</td>
</tr>
<tr>
<td>Department</td>
<td>Women's Studies</td>
</tr>
<tr>
<td>Academic Semester and Year</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Full-Time</td>
<td>Initial Appointment</td>
</tr>
<tr>
<td>Title of Course</td>
<td>Women and Health</td>
</tr>
<tr>
<td>Course #</td>
<td>WGST-4050</td>
</tr>
<tr>
<td>Section #</td>
<td>09A</td>
</tr>
<tr>
<td>M.A., Biology</td>
<td></td>
</tr>
</tbody>
</table>

### Relationship of Course Objectives to Competencies

<table>
<thead>
<tr>
<th>Course Objectives and/or Catalog Descriptions</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's Studies: Women and Health: 13865 – WGST-4050 – 09A</td>
<td>Jane Smith has written many books related to the environmental aspects that Biology plays in how a woman's body reacts to change. She has also developed research to test these changes for fifteen years through NIH Grants. Her teaching experience with UNC Chapel Hill for fifteen years in this subject matter for women and Biology makes her qualified to teach this undergraduate course.</td>
</tr>
</tbody>
</table>

If additional space is needed please attach separate pages.
Foreign Degree Evaluation

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

Welcome to World Education Services
WES is a non-profit organization that provides research about international education trends and offers expert credential evaluation services.

Apply for a WES Credential Evaluation
Returning to Complete Your Application?
Order Duplicate Reports

For Students
Check WES credential evaluations and more
For Immigrants
Familiar with your international education?
For Professional Licensing
Access information about professional licensing

Free WES Tools and Resources
WES Credential Evaluation
WES GPA Calculator
WES Student Advisor

News & Updates
Hired WES Celebrates 40 Years of Advancing International Mobility with Moving Success Stories
Access New WES Research on Engineering and Recruiting International Millennials Students
Read the October 2019 World Education News and Reviews

Academic Equivalency Evaluations
Trustforte is the world’s leading provider of educational credentials equivalency evaluations – analytical reports which determine the equivalency in the US educational system of a candidate’s foreign academic and professional credentials. Our evaluations are recognized as among the most accurate and informative assessments of foreign credentials by the US Citizenship and Immigration Service, the US Labor Department, professional advisory boards, international academic advisory organizations, and American universities.

Academic Equivalency Evaluations assess the foreign educational credentials of the candidate. These evaluations determine the level of education and number of years completed, as well as the field of specialization. Academic evaluations consider the educational system of the foreign country, the quality of the university attended by the candidate, the credit hours and number of years of coursework, the nature of the courses, and the grades attained in the courses.

Documents Required for an academic equivalency evaluation: copies of all diplomas, transcripts, and postgraduate degrees.

Trustforte’s turnaround time for academic and work experience evaluations is the fastest in the credentials equivalency field. While standard processing time is 3 to 5 business days, we can provide next-day or same-day service.

The content of Trustforte’s evaluations is unparalleled among credentials equivalency firms. Each evaluation includes a review of the candidate’s credentials, a discussion of the university programs and courses completed by the candidate, and a thorough analysis of the ways in which the foreign credentials are viewed under US educational standards. Evaluations include the principal reference sources on which the evaluator relied and the resumes of the evaluators.

Trustforte’s evaluators and staff attorneys are knowledgeable in the laws and regulations of the US Citizenship and Immigration Service (US CIS). We are familiar with the different requirements concerning evaluations at the various US CIS Service Centers and keep abreast of changes in US CIS standards procedures for reviewing evaluations. All Trustforte evaluations are prepared in accordance with the guidelines of the US CIS. The reports enclosed with the evaluations specify the qualifications of our firm and our evaluators, as well as memberships in numerous educational organizations. Our firm and its evaluators are members of various professional organizations, including NAFSA: Association of International Educators, and the National Association of Graduate Admissions Professionals. Our evaluators include (1) an in-house staff comprised of foreign academic credentials experts, university professors, admissions officers, guidance counselors, attorneys, and experts in computer science, engineering, business, science, liberal arts, and the fine arts; and (2) university professors and industry leaders who are recognized authorities in their fields of expertise.
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.
# AA-16 Summary

Always use the most recent Version

## Summary of Part-Time Faculty Appointments

<table>
<thead>
<tr>
<th>College</th>
<th>Health</th>
<th>Department</th>
<th>Surgical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2018</td>
<td>Semester</td>
<td>Spring</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>12/11/2017</td>
<td>Date Revised</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNC Charlotte ID (F to UNCC ID leave blank)</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>Course Credit Hours</th>
<th>Contact Hours</th>
<th>F.T.E.</th>
<th>Fund</th>
<th>Salary (Semester Only)</th>
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<tbody>
<tr>
<td>800-00-0000 Smith</td>
<td>Joe</td>
<td>B</td>
<td>PhD</td>
<td>LBST 1105</td>
<td>001</td>
<td>3</td>
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<td>4th Class Stipend</td>
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<tr>
<td>000-00-0000 Posey</td>
<td>Mary</td>
<td>J</td>
<td>MSN</td>
<td>RESP 2101</td>
<td>L02</td>
<td>1</td>
<td>2.75</td>
<td>0.075</td>
<td>100103</td>
<td>$1,166.67</td>
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<tr>
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<td>0.225</td>
<td>100103</td>
<td>$3,333.34</td>
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</tbody>
</table>

**SEMIESTER TOTALS** $19,033.34

*If the part-time faculty appointee does not have at least a Masters degree, then a Faculty Qualifications Report (Form AA-211) must be completed and submitted with faculty appointment paperwork.*
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></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>0.150</td>
<td>15%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9</td>
<td>0.225</td>
<td>22.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>0.300</td>
<td>30%</td>
<td></td>
<td>ACA</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td>0.375</td>
<td>37.5%</td>
<td></td>
<td>healthcare</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>0.450</td>
<td>45%</td>
<td></td>
<td>eligible</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>21</td>
<td>0.525</td>
<td>52.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>24</td>
<td>0.600</td>
<td>60%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>27</td>
<td>0.675</td>
<td>67.5%</td>
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<td></td>
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</tr>
<tr>
<td>10</td>
<td>30</td>
<td>0.750</td>
<td>75%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
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<td>0.825</td>
<td>82.5%</td>
<td>ACA</td>
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<td></td>
</tr>
<tr>
<td>12</td>
<td>36</td>
<td>0.900</td>
<td>90%</td>
<td></td>
<td>healthcare</td>
<td></td>
</tr>
<tr>
<td>13</td>
<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>
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</tr>
</tbody>
</table>
Payments for Adjunct/Part-time Hiring

- Create an EPAF once the Part-Time Faculty Contract (AA-15) and Summaries (AA-16 submitted electronically in Excel file format) 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 in electronic Excel file format
- 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 from Institution Attended
  - 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 (submitted electronically in Excel file format) 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 the 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**

<table>
<thead>
<tr>
<th>Form PD-7</th>
<th>Date Submitted</th>
<th>Superseding Previous PD-7 Dated</th>
<th>Superseding Previous EPAF Transaction #</th>
</tr>
</thead>
<tbody>
<tr>
<td>(March, 2014)</td>
<td>1/8/2017</td>
<td>12/9/2017</td>
<td>123456</td>
</tr>
</tbody>
</table>

**(1) Legal Last Name** Smith  
**Legal First Name** Joe  
**Middle** A  
**Unc Charlotte ID** 800-00-0000  
**Department** Biological Science  
**Last 4 SSN (New Emp)**  
**Other - Explain**

**(2) APPOINTMENT**  
**Rank or Title**  
**Contract Dates:** From  
**Effective Payroll Dates:**  
**Annual Salary Amount**  
**If split funded, enter %**  
**Index/Fund #**  
**Account Code**

**(3) PART-TIME OR EPA TEMPORARY OR POST-DOC**  
**Salary Amount** $3,500.00  
**Index/Fund #** 101006  
**Account Code** 913200  
**Rank or Position** Part-Time Lecturer  
**Contract Dates:** From 1/8/2018  
**Effective Payroll Dates:** 1/1/2018 - 5/14/2018  
**Comments** Salary or date change (insert other comments)
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>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, College of XXXX</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Affairs / Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>By</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>By</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>By</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grants &amp; Contracts Admin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<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 submitted electronically in Excel file format 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 (submitted electronically).
Please feel free to ask questions now or contact your College Business Manager.

Franci Hamilton – Academic Affairs
University Program Program Specialist
frhamilt@uncc.edu, x75776