


Please use this chart to complete the information on the Summary Sheet (AA-16)


Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE
1	3	0.075
2	6	0.15
3	9	0.225
4	12	0.3
5	15	0.375
6	18	0.45
7	21	0.525
8	24	0.6
9	27	0.675
10	30	0.75
11	33	0.825
12	36	0.9
13	39	0.975
>13	40	1.000

B. SPA Exempt and Non-Exempt Employees Hired to Teach Part-Time are not required to apply on-line

SPA Exempt Employees to teach part-time (Exempt positions do not submit time records).

Please complete a contract (AA-15)  [Part-time Faculty Agreement - AA-15](#) for SPA exempt employees. Please obtain appropriate signatures and send it to the Dean's Office with your other PT paperwork. You will need to enter an EPAF for SPA exempt employees. Please make sure that you add Jared Waugh's (HR) name to the EPAF as another Departmental Approver. If the employee is from another College, make sure their Approver is also added to the EPAF. If the employee is from another Division (Business Affairs, Student Affairs, etc.) an approval email from the employee's supervisor is required (as other Divisions can't be added to EPAFs as an approver). Also remember to add a justification comment to the EPAF, i.e. work performed is outside his/her normal duties and being done outside his/her normal hours OR if the work is being done during normal hours, explain how he/she will make up the hours.



Re-appointment of SPA Non-Exempt Employees to teach part-time (Non-Exempt must complete weekly time record).

Please complete a PD-17 (below) and contract (AA-15)  [Part-time Faculty Agreement - AA-15](#) for SPA non-exempt employees. Please take only the original PD-17 to Human Resources. HR will process the form. Please attach a copy of the PD-17 to the AA-15 and send it to the Dean's Office, when you submit your other Part-Time paperwork. You do not need to enter an EPAF for the SPA non-exempt employees. They are paid from the PD-17.

- Official Transcript of highest earned degree. Please ask the new hire to send the transcript to the Chair of the Department. If the highest earned degree is from an institution outside the United States, an Academic Equivalency Evaluation is also required. Trustforte is the recommended company to use for these.

When obtaining electronic transcripts Academic Affairs will need the Transcript Link and password emails. These may be sent in 2 separate emails. 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. Please have the Department Chair forward those emails to Eleanor Stafford, who will forward the emails to Academic Affairs.

3. The department will complete the following forms:

- Part-time Faculty Agreement—AA-15 for each employee  [Part-time Faculty Agreement - AA-15](#). Please obtain the Chair and Part-Time Faculty member signature first. Please complete an AA-15 for each employee. The Dean will sign the form after all the paperwork is delivered to the Dean's Office.
- AA-21  [Faculty Qualifications Report \(AA-21\)](#) (The Chair will only complete this form, if the new hire is teaching outside their discipline or they do not have a Master's Degree from undergraduate courses or a PhD to teach graduate courses.
- AA-34 [Verification of Credentials for Faculty](#). Please make sure that all three sections are completed. If the form is missing information I will return it to the department.

IMPORTANT: Please make sure that you have a profile, contract, vita, letter of interest, and at least one letter of recommendation before you send the paperwork to the Dean's Office. Upon receipt of other paperwork, please forward it to Eleanor as soon as possible. Please ask them to send their official transcript to the Department Chair/Program Director as soon as possible. Please do not send Eleanor copies of transcripts, or transcripts issued to students (stamped or typed on transcript). They are not accepted by AA.

IMPORTANT: I-9 and E-Verify Employment Verification—VERY IMPORTANT

UNC Charlotte participates in the E-Verify Program as administered by the US Department of Homeland Security. As a result, the University provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm US work authorization. Please make sure that you emphasize paragraph #3 on the part-timer contract. As required by federal law, prior to or on the first date 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 acceptable documentation of identity and eligibility to work in the United States consistent with the federal and state government's regulations. Please ask the new hire to go to HR ASAP. Here is a link to start the I-9 process [Electronic I-9 Verification Form](#) (opens in new window).

You may complete the EPAFs for each part-time faculty member, however, please leave them in the QUE. Eleanor will notify the departments (after reviewing the paperwork and obtaining signatures), when to send her the EPAFs.

HOW TO PREPARE THE EPAF

Name and ID:	First Name, 800XXXXXX	Job and Suffix:	EPTF50-XX, Part Time Lecturer
Transaction:	XXXXX	Query Date:	Jan 01, 2015
Transaction Status:	Pending	Last Paid Date:	
Approval Category:	Hire Part Time Faculty, E50PTF		

*- indicates a required field.

Employee Information

Enter Changes	Current Value	New Value
Employee Class Code: *	50, EPA Temporary	50, EPA Temporary
Home COAS: *	1	1
Home Organization: *	XXXXX, Dept	XXXXX, Department
Employee Status: *	Active	Active
Current Hire Date:		01/07/2015

Create Assignment, EPTF50-22 Part Time Lecturer, Last Paid Date: Oct 15,2013

Enter Changes	Current Value	New Value
Job Begin Date:	09/01/2013	01/01/2015
Contract Type: *	Primary	Primary
Jobs Effective Date:	09/01/2013	01/01/2015
Personnel Date:	08/19/2013	01/07/2015
Title: *	Part Time Lecturer	Part Time Lecturer
Job Status: *	Active	Active
Step: *	0	0
Annual Salary: *	XXXX	\$
Factor: *	8	10
Pays: *	8	10
Timesheet Orgn: *	XXXXX	XXXXX

Job Change Reason: *E102 | E102

Assignment End Date, EPTF50-22 Part Time Lecturer, Last Paid Date: Oct 15,2013

Enter Changes	Current Value	New Value
Jobs Effective Date:	09/01/2013	05/31/2015
Personnel Date:	08/19/2013	05/14/2015
Job Status: *	Active	Terminated
Job Change Reason: *	E102	E103

Funding Source, EPTF50-22 Part Time Lecturer, Last Paid Date: Oct 15,2013

Current												
Effective Date: 01/01/2014												
CO A	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	
1	101XX X	101XX X	xxxxx	91320 0	XXXXX					100.00		

New												
Effective Date: 01/01/2014												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override Date	
1	101XXX	101XXX	xxxxx	913200	XXXXX					100.00		

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Payroll, 1	Patricia Rann Bailey, PRBAILEY	FYI	FYI	
Department, 45	(Your College Budget Manager's Name)	Approve	Approved	
Academic Affairs, 60	Euthelda F Hamilton, FRHAMILT	Approve	Approved	
Fund Approval, 65	Euthelda F Hamilton, FRHAMILT	Approve	Approved	
Human Resources, 90	. Appworx, BANWORX	Apply	Applied	

Please add Jared Waugh's name to the EPAF, if you hire SPA exempt employees.

Comments**Date:** 03:54:04 PM**Made by:** Name of Person submitting Comments**Comments:** Will be teaching CLAS 1100 - H03,