


UNC CHARLOTTE

# Procedures for Hiring Adjunct/Part-Time Faculty at UNC Charlotte



UNC CHARLOTTE  
Academic Affairs

Franci Hamilton (75776)  
Academic Affairs  
UNC Charlotte

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UNC CHARLOTTE

## Academic Budget and Personnel Website



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

Academic Budget & Personnel

The Office of Academic Budget and Personnel is part of the Office of Academic Affairs that supports the Provost. This office manages the personnel process for faculty and manages the budget for the entire Division of Academic Affairs. We ensure that our faculty personnel files are maintained to the compliance standards set forth by Southern Association of Colleges and Schools (SACS), our accreditation body.

News  
Beginning March 1, 2014, non-faculty KPA files are transitioning from Academic Budget & Personnel to Human Resources. Read more.

Contact Us  
Associate Provost for Academic Budget and Personnel  
Lori McShannon  
Executive Assistant  
Eileen Winkler

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## Recruitment Forms Page

Office of the Provost  
Division of Academic Affairs

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**Academic Budget & Personnel**

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**Academic Budget & Personnel**

**Forms**

You may narrow your search by using the categories to filter the forms or by using the search box.

**Category**

- Budget
- Contract
- Credentials
- Criminal Background Check
- EPA Staff
- Evaluation
- Hiring
- Leave of Absence
- Part-time

**Form Name ex: AA-20**

Apply

- Faculty Recruitment Plan (AA-02)
- Faculty Request for Waiver (AA-03)
- Report of Recruitment Results and Request for Authorization to Interview (AA-04)
- Recommendation for Initial Appointment Tenured & Tenure-Track Faculty (AA-05)
- Recommendation for Initial Appointment Special Faculty (AA-06)
- Checklist of Observable / Quantifiable Characteristics
- Agreement for Initial Full-Time Appointment as Assistant Professor (AA-09)
- Agreement for Initial Full-Time Appointment as Associate Professor for Five-Year Term (AA-10)
- Agreement for Initial Full-Time Appointment as Associate Professor With

**News**

As of March 1, 2014, EPA faculty files transferred from Academic Budget & Personnel to Human Resources. Read more...

**Contact Us**

Associate Provost for Academic Budget and Personnel  
Lori McMahon

Executive Assistant  
Ellen Kestel

Budget Manager  
Niki Moseley

Faculty Personnel Manager  
Dawn Tench

Administrative Support Specialist  
Franci Hamilton

Administrative Support Specialist  
David Williams

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**UNC CHARLOTTE**

## Checklists for Hiring

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**Academic Budget & Personnel**

**Checklists**

**Checklists for Full-Time Faculty**

- Employment of Full-Time Faculty
- Reappointment, Promotion, and Tenure Process
- Separation from Employment by a Member of the Faculty

**Checklists for Part-Time Faculty**

- Employment Process for Adjunct / Part-Time Faculty Checklist
- Adjunct / Part-Time Faculty Form Checklist
- Summer Adjunct / Part-Time Faculty Employment Process Checklist

**NEWS**

\*\*EPA non-faculty files transitioned from Academic Budget & Personnel to Human Resources

\*\*New talent coming July 1, 2015. Read more...

**CONTACT US**

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David Williams

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## Faculty Recruiting Forms Checklist



**UNC CHARLOTTE**  
Academic Affairs  
9201 University City Blvd, Charlotte, NC 28223-0001  
v 704.687.3777 [www.provost.unc.edu](http://www.provost.unc.edu)


**New Part-Time Faculty Employment Forms Checklist**

Employee Name _____	Title _____
College _____	Department _____
Department Contact Name _____	Department Contact Telephone _____

**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
- Original Criminal Background Check Disclosure Form (AA-38)
- Vita
- 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
- EPA Profile, printed out from HRMS
- 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)

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## Adjunct/Part- Time Faculty Reminders

**New Part-Time Faculty Reminders**

- Criminal background checks *must* be done pre-employment; fax CBC Disclosure form to x70474
- 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

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## Process Checklist

### Fall / Spring

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

**Preparation for the Recruitment**

Review the UNC Charlotte Academic Personnel Procedures Handbook, <a href="https://provost.unc.edu/apa/academic-personnel-procedures-handbook">https://provost.unc.edu/apa/academic-personnel-procedures-handbook</a>	Hiring Authority (Dean, Chair, Director, etc.)
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*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*

*The Deans have complete administrative authority to make part-time faculty appointments.*

**Recruitment Process**

1. Authorize recruitment	Dean
2. Submit Adjunct / Part-Time posting in HRMS for approval and posting to the <a href="http://jobs.unc.edu">jobs.unc.edu</a> website	Department or Dean's Office
<i>As applicants apply for position, an automated e-mail is sent to them provided they included their e-mail address.</i>	


**Screening Process**

1. Guest user account for our on-line application website is assigned	Academic Affairs
2. Conduct initial screening of applicants to identify applicants who do meet the minimum criteria advertised for the position and who may be considered further.	Department Chair
3. Choose top applicants who will be hired as Adjunct / Part-Time faculty.	Department Chair

**Appointment Process**

Once candidates to be hired are identified have them complete the Criminal Background Check Disclosure Form (Form AA-38)	Candidate
1. Complete Foreign Visitor Information Form for each non-resident alien to be hired, if applicable.	Department Chair
2. Contact the International Student/Scholar Office (ISSO) immediately if hiring a foreign national instructor. For more information about the steps to take, the types of visas that are acceptable for employment and new hire packets for foreign nationals, along with links to ISSO and the Tax Office go to <a href="http://hr.unc.edu/international-and-hrpa/international-employment">http://hr.unc.edu/international-and-hrpa/international-employment</a>	
3. Fax completed Criminal Background Check Disclosure Form (AA-38) to Academic Affairs (x70474) for the selected candidate.	Department

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## Summer Checklist

#### Summer Adjunct / Part-Time Faculty Employment Process

- Adjunct / Part-time faculty paid through the Summer School office and budget, does not require a Summary (AA-15) or contracts (AA-16) to be submitted to Academic Affairs. The Summer School office will send a hire letter to faculty and will also submit the EPAF for payment. Academic Affairs may need additional hiring paperwork (see checklists below).
- If the Adjunct / Part-Time faculty will be paid using Departmental or College funding, an EPAF, contract (AA-15) and summary (AA-16) must be submitted to Academic Affairs. Academic Affairs may need additional hiring paperwork (see checklists below).

**New Summer Adjunct / Part-Time Faculty Hire**

- EPA Profile. All new summer Adjunct / Part-time faculty hires must apply for a new summer job posting in HRMS (NinerTalent) as July 1, 2015).
- Original Criminal Background Check Disclosure Form (AA-38) - Must be completed pre-employment and faxed (not emailed) to 704-687-0474.
- 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.

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.

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

- EPA Profile. 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 HRMS (NinerTalent) as July 1, 2015).
- Must complete another Original Criminal Background Check Disclosure Form (AA-38) - Must be completed pre-employment and faxed (not emailed) to 704-687-0474.
- Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline.

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.

**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.

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## Recruiting Process

### Begin Recruitment

Department or College places advertisements

- In HRMS (Hires after July 1<sup>st</sup> **Niner Talent**) submit the 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.”

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## Personnel Information

### Memorandum (PIM 8)


<http://hr.uncc.edu/temporary-staff-employees>

**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.

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## 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.

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## Criminal Background Check Disclosure Form (AA-38)

Submitted Pre-Employment

- *Must* be faxed before hire paperwork is completed to 7-0474
- **Do not email!**
- Only done for the selected new hire
- Use latest version
- *Must* be signed


APPLICANT'S DISCLOSURE & AUTHORIZATION FOR BACKGROUND SCREENING PAGE 1 OF 2

DEPARTMENT INFORMATION - TO BE COMPLETED BY THE DEPARTMENT (Please Print)		
Department #	Contact Name	Contact Number
Department Origin	Position for which Applicant is being Considered	Position Type: <input type="checkbox"/> EPA <input type="checkbox"/> SFA <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Temporary <input type="checkbox"/> Other <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Anticipated Start Date	DOCUMENTS REQUIRED: ORIGINAL UNCLASIFIED COPY OF ALL STATE RECORDS, WHICH MAY BE USED FOR BACKGROUND INVESTIGATION PURPOSES	EPA Staff Fax: 704-687-5259 Faculty Fax: 704-687-5474 SFA: Upload into HRMS Only

APPLICANT INFORMATION - TO BE COMPLETED BY THE APPLICANT (Please Print)		
Applicant Name (First-Middle-Last)	Current Address (street address)	
Other Names Used (like Maiden)	City	State
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Former Address (1)	
Social Security Number	City	State
Driver's License Number	State	Former Address (2)
Date of Birth	Place of Birth (City, State, County)	City
		State

\* This information will be used for purposes of background screening only and will not be used in making any employment decisions.  
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

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**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 an email to the contact on CBC form)*


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- All new hires should complete their I-9 before the 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 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)

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## Collecting Hiring Paperwork

### Selection of New Hire

- (AA-16) Summary with all names (submitted to the College)
- Printed EPA Profile (from HRMS for new hires or more than 1yr break in service)
- Original Criminal Background Check Disclosure Form (AA-38) (with original signatures after background check is complete)
- Part Time Faculty Contract (AA-15) (with original signatures from the Chair, Dean, and PT Faculty Hire)
- Vita/Resume
- Verification of Credentials (AA-34), verifying Previous work experience
- Letters of Recommendation (*if required by College or Referenced in AA-34*)
- Official Transcripts (should be original, sent to the hiring department or directly to the University)
- 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)

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## AA-21 Sample

Exceptions to the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools

Faculty Member Name: <b>Joe Smith</b>	UNCC ID: <b>800000000</b>		
Faculty Member Title: <b>Part Time / Adjunct Lecturer</b>	Academic Semester and Year: <b>Fall 2015</b>		
College: <b>College of Liberal Arts &amp; Sciences</b>	Department: <b>Biological Sciences</b>		
Check the Appropriate Box: <input type="checkbox"/> Full Time; <input type="checkbox"/> Part Time: <input checked="" type="checkbox"/> Initial Appointment; <input type="checkbox"/> Reappointment			
Teaching Responsibilities: <i>(List Title of Course, Course # and Section #)</i>			
Title of Course: <b>Biology of Plants</b>	Course #: <b>BIOL 2431</b> Section #: <b>001</b>		
Academic Credentials: <i>List highest degree, discipline, institution awarding degree, graduate semester hours in teaching field</i>			
M.A., Biology			
Relationship of Course Objectives to Competencies: <i>Competencies include related work experiences in the field, licensure and certifications, honors and awards, excellence in teaching, research, or other</i>			
Course Objectives and/or Catalog Description	Competencies		
<p>BIOL 2431: Biology major or permission of department: BIOL 2130 and BIOL 2130 with grades of C or above.</p> <p>Origins of agricultural plants, history of use and misuse of plants by humans; consideration of major groups of crop, space, medicinal, and drug plants. (on demand)</p>	<p>Joe Smith majored in Plant Biology and has taught for 15 years with DCCC. He has written many plant care manuals and has developed plant medicines that assist in curing diseases. His field work and research at NIH makes him qualified to teach this undergraduate course.</p>		
Department Chair:	Signature	Mr. Department Chair <small>(Print Name)</small>	8/1/15 <small>Date</small>
Dean:	Signature	Mrs. Dean <small>(Print Name)</small>	8/5/2015 <small>Date</small>

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## Foreign Degree Evaluation

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





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## Electronic Transcripts

- Have the Department Chair 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. ***(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.

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## 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

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## AA-16 Summary

(Always use most recent  
Version)




**Summary of Part-Time Faculty Appointments**

<b>College:</b> Health		<b>Department:</b> Surgical Science		<b>Date Submitted:</b> 10/23/2014	
<b>Year:</b> 2014		<b>Semester (Fall or Spring):</b> Fall		<b>Date Revised:</b>	

UNCC ID (if no UNCC ID leave blank)	Last Name	First Name	Middle Initial	Highest Degree Earned*	Course No.	Section No.	Course Credit Hours	Contact Hours	F.T.E.	Salary (Semester Only)
800-00-0000	Smith	Joe	F	PhD	1105	004	3	2.5	225	\$3,500
					2102	007	3	2.5	225	\$3,500
					4301	002	3	2.5	225	\$3,500
					2402	052	3	2.5	225	\$3,500
					4 <sup>th</sup> Class stipend	-	-	-	\$1,000	
000-00-0000	Posey	Mary	J	MSN	1101	L03	1	1.34	075	\$1,500
<b>Semester Totals</b>							13	11.34	.975	\$ 16,500

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## SIAASGN Screen

- shows all classes and Credit Hours for AA-16 Summaries


Oracle Fusion Middleware Forms Services: Open **SIAASGN [Q]**

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 8.6.0.1 (BANPROD)

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts																																
22940	01	ENGL	2111	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																
<table style="width: 100%; font-size: small;"> <tr> <td>Workload:</td><td>3.000</td> <td>Percent Responsibility:</td><td>100</td> <td>Generated Credits:</td><td>0.000</td> <td>Position Number:</td><td></td> </tr> <tr> <td>Override Workload:</td><td></td> <td>Weekly Contact:</td><td>2.50</td> <td>FTE:</td><td></td> <td>Position Number Suffix:</td><td></td> </tr> <tr> <td>Calculated Workload:</td><td>3.000</td> <td>Total Contact:</td><td>40.00</td> <td>Contract Type:</td><td></td> <td>Additional Instructors:</td><td></td> </tr> <tr> <td>Assignment Type:</td><td></td> <td>Compensation Extracted:</td><td><input type="checkbox"/></td> <td>Compensation Applied:</td><td><input type="checkbox"/></td> <td colspan="2"></td> </tr> </table>										Workload:	3.000	Percent Responsibility:	100	Generated Credits:	0.000	Position Number:		Override Workload:		Weekly Contact:	2.50	FTE:		Position Number Suffix:		Calculated Workload:	3.000	Total Contact:	40.00	Contract Type:		Additional Instructors:		Assignment Type:		Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>		
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Calculated Workload:	3.000	Total Contact:	40.00	Contract Type:		Additional Instructors:																																			
Assignment Type:		Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>																																				

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## AA-16 Summary

### FTE/Credit Hour Conversion Chart

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE	% of FT	
1	3	0.075	7.5%	Net ACA healthcare eligible
2	6	0.150	15%	
3	9	0.225	22.5%	
4	12	0.300	30%	
5	15	0.375	37.5%	
6	18	0.450	45%	
7	21	0.525	52.5%	
8	24	0.600	60%	
9	27	0.675	67.5%	
10	30	0.750	75%	ACA healthcare eligible
11	33	0.825	82.5%	
12	36	0.900	90%	
13	39	0.975	97.5%	
>13	40	1.000	100%	


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## Payments for Adjunct/Part-time Hiring

- Create an EPAF once the contract (AA-15) and summaries (AA-16) are complete.  
*(The EPAF is the payroll form)*

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## EPAF Sample

- Use EPAF for initial payment only
- Use PD7 for revisions
- Pre-set dates are set shortly before each semester begins
- Query Dates must be manually entered as either the 1<sup>st</sup> or the 16<sup>th</sup>

**Name and ID:** First Name, 800XXXXX      **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

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## Recruiting Process

### Complete File

- AA-16 Summary submitted to College
- EPAF Created for Payment
- AA-15 Faculty Contract Original signed and submitted
- Original Signed Criminal Background Check Disclosure Form, AA-38
- EPA Profile Form of New Part-time Faculty (printed from HRMS)
- Vita/Resume
- 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)


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### Adjunct/Part-time Payment Changes/Superseding

- Updated AA-16 summary is required to show changes
- Revised AA-15 Faculty Contract 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*)
- Include email or letter stating reason for resignation

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## 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.

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## 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	
				Superseding Previous EPAF Transaction #	60010
(1) Legal Last Name		Smith		Legal First Name	Joe
UNC Charlotte ID		800-00-0000		Department	Biological Science
Last 4 SSN (New Emp)				Primary Employment Status:	9 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/>
Other - Explain:					
(2) APPOINTMENT <input type="checkbox"/>		REAPPOINTMENT <input type="checkbox"/>		CHANGE <input checked="" type="checkbox"/>	
Rank or Title				Position#	
Contract Dates: From				To	
Effective Payroll Dates:				Remove from Payroll	
Annual Salary Amount		If split funded, enter %		Index/Fund #	
Stipend Amount				Account Code	
Total Annual Salary					
Comments					
(3) PART-TIME OR EPA TEMPORARY OR POST-DOC		APPOINTMENT <input type="checkbox"/>		REAPPOINTMENT <input type="checkbox"/>	
Salary Amount		\$3,000.00		Index/Fund #	
Rank or Position		Part-Time Lecturer		Position #	
Contract Dates: From		1/7/2015		To	
Effective Payroll Dates:		1/1/2015		Remove from Payroll	
Comments		Salary or date change (insert other comments)			

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## 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.

Requested by: _____ Date _____		Approved by: _____ Date _____	
Dean, College of XXXXX		Title: Prov./Vice Chan. Academic Affairs	
Academic Affairs / Human Resources	Budget	Payroll	Grants & Contracts Admin.
Date _____	Date _____	Date _____	Date _____
By _____	By _____	By _____	By _____

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## Adjunct/Part-time Faculty Recruiting Process

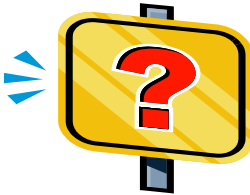
### Things to Remember from Today's Workshop

- 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 (this is also shared with institutional research for reporting)
- Send original documents
- Official Transcripts must be sent directly to the University
- Remember the PD7 is used to make a change to dates or salary and it must have a corresponding contract with changes.

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**Please feel free to ask questions now  
or contact your College Business Manager.**



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