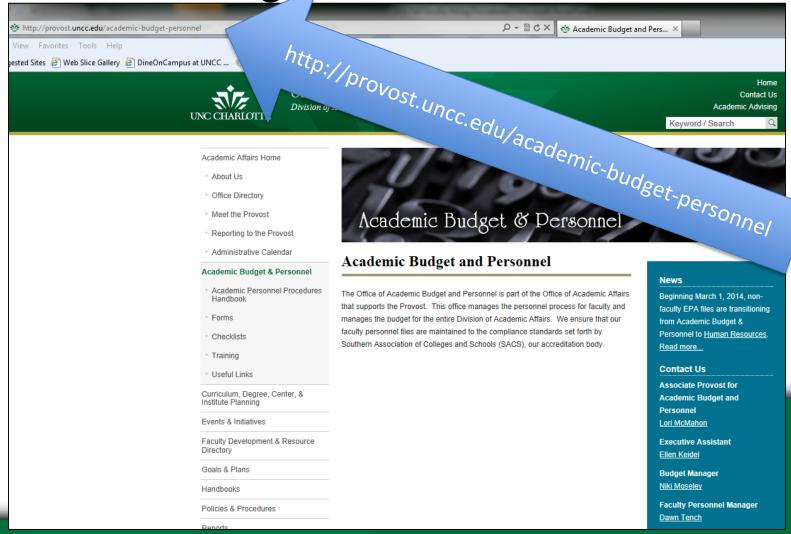# Procedures for Hiring Part-Time Faculty at UNC Charlotte

Dawn Tench (75773)
Franci Hamilton (75776)
Academic Affairs
UNC Charlotte

Academic Budget and Personnel Website

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

Forms Page for Recruitment

Checklist for Hiring Page

UNC CHARLOTTE

Academic Affairs
9201 University City Blvd, Charlotte, NC 28223-0001
t/ 704.687.5777 www.provost.uncc.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)

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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Employment Process for Adjunct / Part-Time Faculty Checklist

Preparation for the Recruitment

Review the UNC Charlotte Academic Personnel Procedures Handbook. https://provost.uncc.edu/epa/academic-personnel-procedures-handbook	Hiring Authority (Dean, Chair, Director, etc)
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 jobs.uncc.edu website	Department or Dean's Office
	As applicants apply for position, an automated e-mail is sent to them provided they included their e-mail address.	

Screening Process

	1. Guest user account for our on-line application website is assigned	Academic Affairs
	2. Conduct initial screening of applications 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

	1. Once candidates to be hired are identified have them complete the Criminal Background Check Disclosure Form (*Form AA-38*).	Candidate
	2. Complete Foreign Visitor Information Form for each non-resident alien to be hired, if applicable.	Department Chair
	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: http://hr.uncc.edu/recruitment-and-hiring/international-employment	
	3. Fax completed Criminal Background Check Disclosure Form (*AA-38*) to Academic Affairs (x70474) for the selected candidate.	Department

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Begin Recruitment

<u>Department or College places advertisements</u>

- In HRMS 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."

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.

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 Disclosure Form (AA-38)

Submitted Pre-Employment

- form must be faxed before hire paperwork is completed to 7-0474

- Do not email personal information.

- only be done for the selected new hire

- After Criminal Background Check Results have been reported to the Department, send an email to your Business Manager and they will forward the request to Academic Affairs for an 800# to be created.

- Academic Affairs will then create the UNCC ID.

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

❖ All new hires should complete their I-9 before their first work day. Here is a link to start the I-9 process.
https://hr.uncc.edu/i9

To finish the I-9 Process send the Part-time Faculty member to Human Resources (King 222) with a copy of the AA-15 contract and Documents Verifying Employment Eligibility.

- (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 and not issued to student)

- 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)

Foreign Degree Evaluation

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

- Please 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.

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-16
Updated 8/2014

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Summary of Part-Time Faculty Appointments

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

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
					4th Class stipend	-	-	-	-	$1,000
000-00-0000	Posey	Mary	J	MSN	1101	L03	1	1.34	.075	$1,500
Semester Totals							13	11.34	.975	$ $16,500

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

FTE/Credit Hour Conversion Chart

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE	% of FT	
1	3	0.075	7.5%	
2	6	0.150	15%	
3	9	0.225	22.5%	Not
4	12	0.300	30%	ACA
5	15	0.375	37.5%	healthcare
6	18	0.450	45%	eligible
7	21	0.525	52.5%	
8	24	0.600	60%	
9	27	0.675	67.5%	
10	30	0.750	75%	
11	33	0.825	82.5%	ACA
12	36	0.900	90%	healthcare
13	39	0.975	97.5%	eligible
>13	40	1.000	100%	

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

Only use EPAF for Initial Payment not Revisions=PD7

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

- Pre-set dates are loaded to EPAF shortly before the next semester begins
- Query Dates must be manually entered as either the 1st or the 16th

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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

- Copy of 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)

- 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

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

- Please use the new hire's legal name

- Please 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.

- *Sample superseding PD-7 for 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**   Middle **A**
UNC Charlotte ID **800-00-0000**   Department **Biological Science**   9 Mos. ☐   12 Mos. ☐
Last 4 SSN (New Emp) _____   Primary Employment Status: Full Time ☐   Part Time ☑
Other – Explain: _____

(2) APPOINTMENT ☐   REAPPOINTMENT ☐   CHANGE ☑
Rank or Title _____   Position# _____
Contract Dates: From _____ To _____
Effective Payroll Dates: _____   Remove from Payroll _____

		If split funded, enter %	Index/Fund #	Account Code
Annual Salary Amount				-
				-
				-
				-
Stipend Amount				-
Total Annual Salary	$0.00			

Comments _____

(3) PART-TIME OR EPA TEMPORARY OR POST-DOC   APPOINTMENT ☐   REAPPOINTMENT ☐

		Index/Fund #	Account Code
Salary Amount	$3,000.00	101000 -	913200
		-	

Rank or Position **Part-Time Lecturer**   Position # **EPTF50-XX**
Contract Dates: From **1/7/2015** To **5/14/2015**
Effective Payroll Dates: **1/1/2015**   Remove from Payroll **5/31/2015**
Comments **Salary or date change (insert other comments)**

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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

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. 7-7746)

- 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.

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