

ADJUNCT CONTRACT SYSTEM

The Spring '13 Semester has now been added to the Adjunct Contract System (ACS). This means departments can now begin entering adjunct faculty appointments. **You will notice that Spring '13 is now the default semester and appears as soon as you sign in. To access past semesters, click on the drop down box titled "Other Semesters" located towards the bottom of the page as you sign in.**

Please find below some important and useful information.

PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

We, at The College of New Jersey, take pride in providing a first class educational experience in a safe and supportive environment for our students, employees and community constituents who visit the campus. In support of its efforts to sustain such an environment, The College of New Jersey has adopted the practice of completing pre-employment background investigations. This practice establishes parameters for criminal history and related background investigations on individuals who are offered employment at the College. With this said, all adjunct faculty final candidates will be required to successfully complete a criminal background investigation prior to beginning employment. **NOTE: Returning adjuncts are not subject to the completion of a background investigation except where there has been a break in service for over one (1) year.**

Information collected in connection with the background investigation will be treated confidentially to the extent permitted by applicable State and Federal laws. An individual or individuals in Human Resources will be designated as responsible for all aspects of conducting criminal background investigations. Please refer to the Adjunct Faculty Appointment & Employment Processing Procedures below on how this practice is incorporated into the adjunct hiring process.

ADJUNCT FACULTY APPOINTMENT & EMPLOYMENT PROCESSING PROCEDURES

As a result of implementing the Pre-employment Background Investigation process, Human Resources in concert with the respective schools identified a procedure to ensure that background investigations are performed on perspective adjuncts prior to beginning employment. Please review the procedure below.

1. Upon the identification of the final candidate for an adjunct position the chair of the department, or where required by a school a search committee representative, will communicate via phone that employment at The College of New Jersey is contingent upon the successful completion of a background investigation. The resume/vita of the perspective adjunct is emailed to the requisite department support staff.
2. A department representative will enter personal data into the ACS for all new adjunct faculty members. Once the adjunct faculty member is created in the ACS, the department representative

will assign adjuncts to courses and create an appointment letter. Once the appointment letter is processed, the Dean will approve the letter through the ACS.

3. Once approval is received and the appointment letter is generated and signed, the appointment letter should be scanned as a PDF document and sent to the adjunct via their personal email. If the adjunct does not have a personal email, please send the appointment letter via US mail. If the adjunct is new to TCNJ also email the new hire forms, including the TCNJ Disclosure and Authorization to Release Information (Background Information) form adding the following language to the email:

"As a requirement and prior to beginning employment, The College of New Jersey conducts Criminal Background Investigations on all position finalists. To consent to this background investigation, please complete the attached form and return to Human Resources via email, hr@tcnj.edu, or fax, (609) 637-5191 as soon as possible.

Thank you for your cooperation on this matter. If you have questions concerning the Criminal Background Investigation process, please feel free to contact Human Resources at (609) 771-2622."

An adjunct will submit the consent form and new hire paperwork directly to Human Resources where it will be processed and maintained in confidence to the extent permitted by applicable State and Federal laws.

4. Failure to consent to a background investigation will disqualify the adjunct from further consideration. Additionally, an adjunct who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration.
5. The official employee personnel file is retained in Human Resources and contains employment history which documents the relationship between an employee and TCNJ. To ensure the completeness of adjunct personnel files, the employing department is responsible for providing Human Resources, via email, hr@tcnj.edu, with the available resume/vita for new adjunct faculty members.
6. Once the adjunct signs the appointment letter, they should scan and return the appointment letter to HR via email, hr@tcnj.edu or fax to (609)637-5191. If they are new to TCNJ they should also scan or fax the TCNJ Disclosure and Authorization to Release Information form and required new hire forms to HR.
7. Human Resources, in concert with a designated vendor, will conduct the background investigation upon receipt of the completed Authorization to Release Information form from the perspective

adjunct. Results are generally obtained within 24-48 hours of submission. Human Resources will process the adjunct new hire once we obtain all new hire documentation and the results of the pre-employment background investigation. **We will contact the department only if an adjunct has not successfully completed a background investigation. If this occurs the adjunct will not be able to teach at TCNJ.**

8. ALL NEW ADJUNCTS MUST STILL COME TO HR IN PERSON NO LATER THAN 3 DAYS AFTER CLASSES BEGIN WITH IDENTIFICATION TO SUPPORT THEIR ELIGIBILITY TO WORK IN THE USA. HR WILL NOT PROCESS THE ADJUNCT IN THE ADJUNCT CONTRACT SYSTEM UNTIL VERIFICATION IS RECEIVED. WHILE IN HR, THE ADJUNCT WILL COMPLETE THE REQUIRED STATE PENSION DOCUMENTS AND IF NECESSARY MEET WITH THE BENEFITS ADMINISTRATOR.
9. Once HR receives the appointment letter and/or new hire paperwork and the adjunct has successfully completed the background investigation, we will upload the adjunct appointment information from the Adjunct Contract System to the HR Employee Information System. Uploads are done on a daily basis except when payroll is being processed (see step 11 for additional payroll cycle information).
10. Once the adjunct appointment information is uploaded to the HR Employee Information System, there is at least a 24-hour turnaround before the adjunct is provided access to the system. It may take up to three business days for an adjuncts log-in information to be transferred to the other systems on campus (SOCS and PAWS).
11. Outstanding adjunct appointment letters and/or new hire paperwork must be received by Human Resources the Wednesday prior to a pay week in order for payroll to process the adjuncts paycheck for the current pay cycle. Required documents received after that date will delay processing of a paycheck until the following pay cycle (e.g., outstanding appointment letters and/or new hire paperwork received after January 23rd, 2013, will not be processed in the first pay check date for adjuncts, February 1st, but will be processed for the next pay check date, February 15th.)

ADJUNCT APPOINTMENT REVISIONS

To better clarify the appointment and role of adjunct faculty, last semester the adjunct appointment letter was revised. The revisions included language to support TCNJ's Mission to prepare students to "excel in their chosen fields" by requiring adjunct faculty to submit mid-semester progress reports for all students in their courses. In addition, based on the provisions of Chapter 89, PL 2008, language was added to certify that adjunct faculty do not currently receive funds from the ABP Pension Plan, and if so that they have had a break in service of at least thirty (30) days following retirement. Additionally, as a result of the College implementing background investigations for adjuncts, we revised the language in the appointment letter to include that appointments are contingent upon the successful completion of a background investigation.

NEW ADJUNCTS MUST REPORT TO HUMAN RESOURCES IN-PERSON

When hiring new adjuncts, especially those who live some distance from the campus, it is recommended that you inform them upon the offer of employment that they must report to HR in person. At that time, they must bring with them the documentation required to complete a Form I-9. While in HR, they must also complete the NJ State required pension documents. If an adjunct has questions concerning the state pension requirements, a benefits administrator will be available to discuss further with the adjunct. Failure to appear in HR at least one week prior to the first class meeting will cause delays in pay, receiving an ID card and parking sticker, as well as access to email, SOCS, PAWS, etc.

IMPORTANT DATES

January 11th – In order for adjuncts to be included in the Employee Information System prior to the beginning of classes, and allow Information Management to enable email, SOCS, PAWS, etc. signed appointment letters, along with necessary documentation, must be received in Human Resources.

January 17th – First day of classes

January 23rd – In order for adjuncts to be included in the payroll for the first adjunct pay date, signed appointment letters, along with necessary new hire documentation, must be received in Human Resources.

February 1st – First paycheck date for adjuncts

May 10th – Last paycheck date for adjuncts

DIRECT DEPOSIT

We frequently hear concerns from adjuncts stating they are not getting paid, only to find their pay checks sitting in Payroll. Adjuncts who have not signed up for direct deposit will be issued a hard-copy check. It should be shared with all adjuncts that the Payroll Office does not automatically mail checks. The adjunct must make arrangements to pick up their check in the Payroll Office.

ADJUNCTS TEACHING INDEPENDENT STUDIES

Adjuncts are paid on the basis of teaching assignments assigned to them in a given semester. Therefore, if adjuncts are teaching either independent studies, practicum's, internships or any TBA courses, these teaching assignments need to be listed in the ACS, and the adjunct issued an appointment letter. Adjuncts are not paid through the faculty overload process.

TCNJ STAFF ALSO TEACHING AS ADJUNCTS

The employment status for TCNJ staff should be entered in the ACS under the personal data section as "STAFF." As always, they are paid at the professional staff overload rate specified in the agreement for regular AFT employees. The 'Request for Approval for Staff members to Teach as an Adjunct' form must be submitted to the Office of Human Resources before a staff member is to begin teaching. This can be found on the Human Resources page (<http://hr.pages.tcnj.edu/forms/hr-forms>).

RATES FOR TEACHING FY'12 TRANSFORMED COURSES

- \$1370** All new hires and previous adjuncts with less than 16 semesters of adjunct service
- \$1430** Adjuncts with 16 or more semesters of adjunct service
- \$1430** Professional Staff
- \$1485** Librarian 1's, Library Assistant Directors, Retired Professors and Associate Professors
- \$1430** Librarian 2's and 3's, Retired Assistant Professors and Instructors

RATES FOR TEACHING FY'12 UNTRANSFORMED COURSES

Adjuncts teaching courses unchanged by the curriculum transformation process **must** be paid these rates:

- \$1200** All new hires and previous adjuncts with less than 16 semesters of adjunct service
- \$1250** Adjuncts with 16 semesters or more of adjunct service
- \$1250** Professional Staff
- \$1300** Librarian 1's, Library Assistant Directors, Retired Professors and Associate Professors
- \$1250** Librarian 2's and 3's, Retired Assistant Professors and Instructors