

# ADJUNCT FACULTY NEWSLETTER

FALL SEMESTER 2017

## WHAT'S NEW?

- ❖ Electronic Pre-Employment Background Investigation Process
- ❖ Electronic I-9 Verification Process
- ❖ **NEW** HR E-mail Address for Contract Submissions



## ADJUNCT CONTRACT SYSTEM

The Fall '17 Semester has now been added to the Adjunct Contract System (ACS). Departments can now begin entering adjunct faculty contracts into the system. **The Fall '17 semester is now the default semester and appears as soon as you sign-in to the Adjunct Contract System. To access previous semesters, you must click on the drop-down menu entitled, "Other Semesters" located at the bottom of the sign-in page.**



## PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

Pre-employment background checks help ensure that the College's academic mission is supported with qualified employees, and that we provide a safe and secure environment for all The College of New Jersey's constituents including students, employees and visitors. This process supports TCNJ's ability to act proactively and responsibly in protecting its human, fiscal, property and other assets.

All adjunct faculty candidates will be required to successfully complete a background check investigation prior to their first day of employment. Background checks are now processed **electronically** by TCNJ's third-party vendor, Sterling Background Check Corporation. A Human Resources representative will initiate and process all background checks using the adjunct faculty member's chosen email address. **NOTE: Returning adjuncts are not subject to the completion of a background investigation except when there has been a break in service for more than one (1) year.**

Information collected by Sterling Background Check Corporation will be treated confidentially to the extent permitted by applicable State and Federal laws.

Failure to consent to a background investigation will disqualify the adjunct from further consideration of employment at the College.

## HR Contact Information

**Tracey Sullivan**  
HR Generalist  
609.771.3076

**Heather Boccanfuso**  
Sr. HR Operations Lead  
609.771.2622



## I-9 VERIFICATION PROCESS

All new employees are now required to complete their I-9 **electronically** using e-Verify. The purpose of the new I-9 system is to transform the manual I-9 process into one electronic solution. All rules, regulations and timelines remain unchanged.

With an automated I-9 verification process, the College can ensure compliance, timeliness, and accuracy of completing this mandatory process. It will also eliminate the need for paper storage of sensitive employee documentation across campus.

Effective immediately, please discontinue the use of the paper I-9 document. All new employees will now receive an e-mail from Human Resources requesting their action in completing section 1 of the electronic I-9 form. New employees will still be required to report to Human Resources on or prior to their first day of employment to provide an HR representative with their original supporting I-9 documents. Following receipt of the original documents, HR will electronically complete section 2 of the I-9 form and upload the new employee's supporting documents.

## ADJUNCT FACULTY RATES

### RATES FOR TEACHING FY'17 TRANSFORMED COURSES

**\$1,485<sup>00</sup>** All new hires and previous adjuncts with less than sixteen (16) semesters of adjunct service

**\$1,545<sup>00</sup>** Adjunct faculty members with sixteen (16) or more semesters of adjunct service

**\$1,655<sup>00</sup>** Professional Staff

**\$1,715<sup>00</sup>** Librarian I, Library Assistant Director, Retired Professors and Associate Professor

**\$1,655<sup>00</sup>** Librarian II, Librarian III, Retired Assistant Professor and Instructor

### RATES FOR TEACHING FY'17 UNTRANSFORMED COURSES

Adjunct faculty members teaching courses unchanged by the curriculum transformation process **must** be paid the following rates:

**\$1,300<sup>00</sup>** All new hires and previous adjuncts with less than sixteen (16) semesters of adjunct service

**\$1,350<sup>00</sup>** Adjunct faculty members with sixteen (16) semesters or more of adjunct service

**\$1,450<sup>00</sup>** Professional Staff

**\$1,500<sup>00</sup>** Librarian I, Library Assistant Director, Retired Professors and Associate Professor

**\$1,450<sup>00</sup>** Librarian II, Librarian III, Retired Assistant Professor and Instructor



## IMPORTANT DATES

**August 24, 2017** – Deadline date for adjuncts to be included in the Employee Information System prior to the first day of classes and allow Information Technology to enable e-mail, CANVAS, PAWS, access to department R: drive, etc. **Signed appointment letter, along with required documentation, must be received in Human Resources.**

**August 29, 2017** – First day of classes.

**August 30, 2017** – Deadline date for adjuncts to be included in the payroll for the first adjunct pay date. **Signed appointment letter, along with required documentation, must be received in Human Resources.**

**September 8, 2017** – First paycheck date for adjuncts.

**December 15, 2017** – Last paycheck date for adjuncts.

## DIRECT DEPOSIT

Adjuncts who have not signed up for direct deposit will be issued a paper check. Please communicate to adjuncts that the Payroll Office does not automatically mail paychecks. The adjunct faculty member(s) must make arrangements with the Payroll Office to pick up their check or request to have it mailed to their home address.

## NEW E-MAIL ADDRESS

The Office of Human Resources is excited to provide a **NEW** e-mail address that will be the official location where all adjunct faculty contracts are submitted. This information is included in the adjunct faculty appointment letter. Please ensure all adjunct faculty contracts are sent to Human Resources using our new e-mail account: [TCNJAdjunct@tcnj.edu](mailto:TCNJAdjunct@tcnj.edu).

## NEW ADJUNCT FACULTY MEMBERS

It is critical that all departments provide an advanced notice to new adjunct faculty members upon the offer of employment that they **must** report to the Office of Human Resources **in-person** for I-9 purposes. When reporting to the Office of Human Resources, the new adjunct faculty member must bring their original supporting I-9 documents per I-9 requirements. While in Human Resources, they must also review and complete the State of NJ Affidavit of Pension. If an adjunct has questions or concerns regarding the state pension requirements, a Benefits Administrator will be available to meet with the adjunct. Failure to appear in the Office of Human Resources on or prior to the first day of employment will cause delays in employment processing, parking access as well as access to e-mail, CANVAS and PAWS.

**NEW E-Mail Address:**  
**TCNJAdjunct@TCNJ.edu**





## ADJUNCT INFORMATION

Important resources pertaining to adjunct faculty appointments are located on the Academic Affairs website:

<http://academicaffairs.tcnj.edu/policies-procedures-handbooks/>

## ADJUNCT APPOINTMENT & PROCESSING PROCEDURES

Adjunct faculty members are a critical factor to the success of TCNJ's students in an increasingly global environment. The hiring of adjunct faculty members plays an integral part of ensuring the delivery of exceptional service from our schools in support of student learning.

To assist employees assigned to the hiring process of adjunct faculty members, below are the required appointment and Adjunct Contract System (ACS) steps as well as the requirements for new hires and how to process revised adjunct contracts.

- After a final candidate, has been identified for an adjunct position, the chair of department or search committee representative will communicate to the candidate that employment at The College of New Jersey is contingent upon the successful completion of a background investigation. The resume/vitae of the finalist are e-mailed to **TCNJAdjunct@tcnj.edu**.
- Administrative representatives of each department must enter personal data into the Adjunct Contract System (ACS) for all new adjunct faculty members. Once the adjunct faculty member is created in the ACS, the administrative representative will assign the adjunct to course(s), receive approval from the department chair and create an official appointment letter. Once the appointment letter is created and processed, the Dean of the School will review and approve the letter through the ACS.
- Following required approval, the appointment letter is generated and signed by the Dean of the School. The appointment letter must be scanned as a PDF document and sent to the adjunct via the personal e-mail address provided. If the adjunct does not provide a personal e-mail address, please send the appointment letter to the adjunct faculty member via US mail. If the adjunct faculty member is **NEW** to TCNJ, the e-mail must also include new hire forms, including the Emergency Information Form and Affidavit of Pension Form. Please use the following language in your e-mail to the new adjunct faculty member:

“Dear (Name),

I am very excited you have accepted the offer in the position of Adjunct Faculty at The College of New Jersey. Your official appointment letter is attached. Please review, sign and return your appointment letter to Human Resources at **TCNJAdjunct@tcnj.edu**.

As previously communicated, your employment at the College is contingent upon the successful completion of a background check. An email will be sent to you from Sterling Background Check Co. requesting your participation in the background check process. Please complete the required steps at your earliest convenience.

For I-9 purposes, The College of New Jersey is an official e-Verify user. An email will be sent to you with a link requesting your completion of Section I of the electronic I-9 form. Human Resources will require your original supporting I-9 documents on or prior to your first day of employment. Please review the list of acceptable documentation to bring with you to the Office of Human Resources. The Office of Human Resources is open Monday thru Friday, 8:30am - 4:30pm and located in the Administrative Services Building, Room 101.

Welcome to The College of New Jersey!



## CAMPUS SERVICES

The following website provides useful tools and required documents to assist new adjunct faculty members during the onboarding process.

<https://hr.tcnj.edu/recruitment-faculty-staff/campus-services-for-adjunct-faculty/>

- The official employee personnel file is retained in the Office of Human Resources and contains the 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 e-mail at **TCNJAdjunct@tcnj.edu**, with the resume/vitae for new adjunct faculty members.
- Adjunct must scan and return their signed appointment letter to HR via e-mail at **TCNJAdjunct@tcnj.edu** or via fax to (609) 637.5191. New adjunct faculty members must include all required new hire documents along with their signed appointment letter.
- An HR representative will begin the background investigation request with our third-party vendor, Sterling Background Check Co. The adjunct faculty member will receive an e-mail from Sterling requesting their completion of the electronic background investigation. The background investigations take 24-72 hours for completion. **Human Resources will contact the department only if an adjunct has not successfully completed or passed a background investigation. If this occurs, the adjunct will not be eligible for employment at the College.**
- Following receipt of an adjunct faculty member's signed appointment letter, new hire documentation and the successful completion of a background investigation, an e-mail will be sent to the adjunct requesting their completion of Section I of the electronic I-9 form via e-Verify. **Following completion of Section I of the I-9 form, new adjunct faculty members must report to the Office of Human Resources in-person on or prior to their first day of employment and provide their original supporting I-9 documents. The adjunct faculty assignment will not be processed in our Human Resource Information System until proper documentation is received.**
- Following receipt of a faculty member's signed appointment letter and/or new hire documentation, the successful completion of a background investigation, the completion of Section I of the electronic I-9 **and** the return of supporting I-9 documents to Human Resources, the adjunct appointment information will be processed in the ACS system to the Human Resources Information System. Uploads are processed daily except when payroll is processing pay (see final bullet point below for payroll cycle information).
- Adjunct faculty members will receive access to all necessary systems, within twenty-four (24) hours from the date in which their contract was uploaded in the Office of Human Resources. It may take up to three (3) consecutive business days for adjuncts to receive log-in access to CANVAS and/or PAWS.
- Outstanding adjunct appointment letters and/or new hire documents must be received in the Office of Human Resources by the Wednesday prior to a pay week for the Payroll Office to process the adjunct's paycheck for the current pay cycle. Required documents received after that day will delay processing of a paycheck until the following pay cycle (e.g., outstanding appointment letters and/or new hire documentation received after August 30, 2017 will not be processed in the first pay check dated September 8, 2017 but will be processed for the next paycheck dated September 22, 2017).



## HR Website

Useful tools, forms and information can be found on the Office of Human Resources website.

<https://hr.tcnj.edu>

## REVISED/CANCELLED ADJUNCT CONTRACTS

Revisions to adjunct faculty contracts are required when it is identified that the original contract has an incorrect rate, change to the FWH (faculty weighted hours), class information, etc. Incorrect information on the original contract may be because of a course cancellation due to low enrollment, students dropping private tutorial courses, adjuncts requesting family/medical leave or just from simple human error. **Departments are required to contact Human Resources when an error has been identified that results in a revision to an adjunct's contract.** Although the master course schedule and assigned classes are housed in PAWS, adjunct faculty members are compensated through the HR's Employee Information System (EIS). If a department fails to contact Human Resources following the change or cancellation of an adjunct's contract, the adjunct will continue to get compensated at the incorrect rate, or in the case of a cancellation, an adjunct will continue to get compensated in full for a course they are not teaching. To ensure this does not happen, please follow the following steps for revising or cancelling adjunct contracts.

- 1. A contract is approved by the Chair and/or Dean in the Adjunct Contract System (ACS) and requires revision/cancellation.**

Contracts that require revisions and are still in the ACS pending HR approval, are the simplest process for departments and Human Resources. Upon identifying a contract that requires revisions, the department is required to contact HR to inform them of the change(s). HR will reject the contract in the ACS and the department will be required to issue a revised contract through the ACS.

- 2. A contract is approved by the Chair, Dean and HR in the ACS at any time during the semester.**

The department contacts Human Resources to communicate the need to create a revised contract or to cancel a contract. A contract that requires revisions after it has been approved for payment in the EIS system requires the department to issue a manual contract. HR will terminate the original contract that was initially uploaded from the ACS to EIS and manually enter the revised adjunct contract.

- 3. The Adjunct Contract System (ACS) is closed for the semester.**

The department contacts Human Resources to communicate that a contract was not processed through the ACS within the required timeframe and payment must be processed for the services performed by the adjunct. To ensure proper payment to the adjunct, the department is required to determine the proper compensation and create a manual contract. After creating the contract and obtaining signature by the Dean or Chair, the signed contract is forwarded to Human Resources for processing. Human Resources will manually process the contract in EIS.



## REVISED/CANCELLED ADJUNCT CONTRACTS (CONTINUED)

### 4. An adjunct takes a family/medical leave or terminates prior to the end of the semester.

The department contacts Human Resources to provide specific information regarding an adjunct going on a leave of absence (or terminating prior to the end of the semester) and informs HR that manual contracts are required. Manual contracts must be created for the adjunct taking a leave/terminating and for the adjunct performing services for the remainder of the course. For an adjunct going on a leave of absence, a revised contract is required with the adjustment of the faculty weighted hours (FWH) and compensation to reflect only the time worked. In addition, a contract is created for the adjunct faculty member who is replacing the employee on leave. The contract for this adjunct faculty member requires calculation of the FWH's and compensation in accordance with the time the original employee was on a leave. **Please contact Human Resources with any difficulty computing the faculty weighted hours and compensation.**

## ADJUNCTS TEACHING INDEPENDENT STUDIES

Adjunct faculty members are paid based on teaching assignments given to them in a certain semester. Therefore, if adjuncts are teaching either independent studies, practicum's, internships or any TBA courses, these teaching assignments are required in the Adjunct Contract System (ACS) and the adjunct is issued an appointment letter. Adjuncts are not compensated through the faculty overload process.

## TCNJ STAFF ALSO TEACHING AS AN ADJUNCT

The employment status of TCNJ staff in the Adjunct Contract System (ACS) should be identified as "STAFF" in the personal data section. Staff members are compensated 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 prior to a staff member accepting a teaching position. Specific information regarding this form is located on the HR website.

**Please submit all inquiries and/or concerns pertaining to the Adjunct Contract System and process(es) by phone to Tracey Sullivan (ext. 3076) or Heather Boccanfuso (ext. 2622) or via email at [TCNJAdjunct@tcnj.edu](mailto:TCNJAdjunct@tcnj.edu).**