



TCNJ 2019 Spring Semester Adjunct Faculty Hiring Manual

Step-by-Step Guide



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SPRING 2019 SEMESTER ADJUNCT HIRING PROCESSES

SPRING 2019 ADJUNCT FACULTY CONTRACTS

Welcome! You may begin entering adjunct faculty contracts into the Spring (FY '19) Semester Adjunct Contract System (ACS).

To access previous semesters you will need to select from the drop-down menu entitled, "Other Semesters", located at the bottom of the sign-in page.

HUMAN RESOURCES CONTACT INFORMATION

Your Human Resources contact for adjunct faculty appointment matters is Tracey Sullivan at (609) 771-3076. The email address for adjunct faculty documents and other communications is: TCNJAdjunct@tcnj.edu.

CAMPUS SERVICES FOR ADJUNCT FACULTY

Information related to campus services for adjunct faculty members may be located here: [Adjunct Services](#)

IMPORTANT DATES

- January 18, 2019:** Deadline for completion of all process steps and forms that will enable adjunct access to TCNJ systems prior to the first day of classes. **The signed appointment letter and all required documents must be received in the Office of Human Resources by this date to ensure timely systems access.**
- January 28, 2019:** First day of classes
- January 31, 2019:** Deadline for completion of all process steps and forms that will enable payroll processing for the first adjunct pay day.

RATES FOR TEACHING FY19 TRANSFORMED COURSES

Adjunct faculty members who are teaching transformed courses must be paid the following rates:

- \$1,690:** All new hires and previous adjuncts with less than fourteen (14) semesters of adjunct service
- \$1,745:** Adjunct faculty members with fourteen (14) semesters or more of adjunct service
- \$1,745:** Professional Staff
- \$1,800:** Librarian I, Library Assistant Director, Retired Professors and



Associate Professor

\$1,745: Librarian II, Librarian III, Retired Assistant Professor and Instructor

RATES FOR TEACHING FY19 UNTRANSFORMED COURSES

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

\$1,425: All new hires and previous adjuncts with less than fourteen (14) semesters of adjunct service

\$1,475: Adjunct faculty members with sixteen (16) semesters or more of adjunct service

\$1,525: Professional Staff

\$1,575: Librarian I, Library Assistant Director, Retired Professors and Associate Professor

\$1,525: Librarian II, Librarian III, Retired Assistant Professor and Instructor

ADJUNCT APPOINTMENT PROCESS STEPS FOR PREVIOUSLY EMPLOYED ADJUNCT FACULTY MEMBERS

Below are the steps associated with the appointment (hiring) of adjunct faculty members, and integration of the hiring process with the entry into the Adjunct Contract System (ACS).

1. The hiring decision is made and a designated department representative extends a verbal offer of employment for the adjunct faculty position. The resume/curriculum vitae (CV) of the finalist candidate is e-mailed to the Office of Human Resources at: TCNJAdjunct@tcnj.edu.
2. The department representative enters the selected candidate's personal data into the Adjunct Contract System (ACS) to create the adjunct faculty employee record.
3. The department representative assigns the adjunct to course(s), receives approval from the department chair and creates an appointment letter.
4. The Dean of the School reviews and approves the appointment letter through the ACS and an appointment letter is generated and signed by the Dean.
5. The appointment letter must be scanned as a PDF document and sent to the adjunct via the personal e-mail address provided by the adjunct faculty candidate. If the adjunct does not provide



a personal e-mail address, the appointment letter is sent to the adjunct faculty member via US mail.

6. The adjunct faculty member must send the signed appointment letter to the Office of Human Resources. The adjunct appointment information is processed within the ACS system by HR. Uploads are processed on a daily basis, except when payroll is in the midst of the payroll processing sequence (see number 9).
7. Adjunct faculty members receive access to all necessary systems within twenty-four (24) hours of the date on which their contract was uploaded by the Office of Human Resources in the human resources information system (HRIS)
8. Adjunct faculty member receives access to CANVAS and/or PAWS within four business days
9. Outstanding adjunct appointment letters must be received by the Office of Human Resources by the Wednesday prior to a pay week in order for the Payroll Office to process the paycheck for the current pay cycle. Required documents received after that day will delay processing of a paycheck until the following pay cycle. **Outstanding appointment letters and/or new hire documentation received after January 31, 2019 will not be processed in the first pay check but will be processed for the next paycheck.**

RESPONSIBILITIES OF THE ADJUNCT FACULTY MEMBER

The adjunct faculty member has responsibility to return the signed offer letter via email to **TCNJAdjunct@tcnj.edu** or via fax to (609) 637.5191.

ADJUNCT FACULTY APPOINTMENT PROCESS STEPS FOR NEW ADJUNCT FACULTY MEMBERS & FACULTY RETURNING AFTER MORE THAN A ONE YEAR SEPARATION FROM THE COLLEGE OF NEW JERSEY

Below are the steps associated with the appointment (hiring) of adjunct faculty members who have never been employed by TCNJ, or had been previously employed, but have not worked at TCNJ for at least a year, and the integration of the hiring process with the entry of a hire into the Adjunct Contract System (ACS).

1. The hiring decision is made and a designated department representative extends a verbal offer of employment, stating that employment is dependent upon the **satisfactory outcome of a background verification and employment references**. The resume/vitae of the finalist candidate is e-mailed to the Office of Human Resources at: **TCNJAdjunct@tcnj.edu**.
2. A Human Resources representative initiates the background verification process by forwarding an electronic invitation to the email address that has been provided by the adjunct faculty candidate.



3. The adjunct faculty applicant will receive an e-mail from Sterling Talent Solutions requesting that the email recipient provide specific information (education; employment history). Following, the background verification begins. (The background investigation typically takes up five business days to complete, however the results may take longer.) **Failure to consent to a background investigation will disqualify the adjunct faculty candidate from further consideration of employment at the College.**
 - a. The Office of Human Resources will contact the department when:
 - i. The adjunct applicant fails to initiate the background check
 - ii. To notify the department that the background check has cleared
 - iii. To notify the hiring department that the hire may not move forward
4. The background verification has cleared: The hiring department is required to enter the adjunct faculty member's personal data into the Adjunct Contract System (ACS).
5. The department representative assigns the adjunct to course(s), receives approval from the department chair and creates the appointment letter.
6. The Dean of the School reviews and approves the letter through the ACS.
7. The appointment letter is generated and signed by the Dean of the School.
8. The appointment letter is 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, the appointment letter is mailed to the adjunct faculty member via US mail.
9. The adjunct faculty member is sent the Emergency Information Form and Affidavit of Pension Form. The forms must be completed and returned to the Office of Human Resources.
10. The Department of Homeland Security requires that new employees complete the I-9 Form. Please use the following language in your e-mail to the new adjunct faculty member:

"Dear (Name)",

Welcome to The College of New Jersey! Your appointment letter is attached. Please review, sign and return your appointment letter to Office of Human Resources at TCNJAdjunct@tcnj.edu.

The College of New Jersey is an 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 prior to your first day of employment. Please review the list of acceptable documents 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 is located in the Administrative Services Building, Room 101.

11. The adjunct faculty member's signed offer letter and new hire documents are processed within the ACS system. Uploads are processed on a daily basis, except when payroll is in the midst of a payroll processing sequence (see number 14).



12. Adjunct faculty members receive access to all systems within twenty-four (24) hours of the date on which the employment data is uploaded by the Office of Human Resources, and entered into the human resources information system (HRIS).
13. Within four (4) business days, the adjunct receives log-in access to CANVAS and/or PAWS.
14. Outstanding adjunct appointment letters and/or new hire documents must be received by the Office of Human Resources by the Wednesday prior to a pay week in order for the Payroll Office to process the 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 29, 2018 will not be processed in the first pay check dated September 7, 2018 but will be processed for the next paycheck dated September 21, 2018).

RESPONSIBILITIES OF THE ADJUNCT FACULTY MEMBER

The adjunct faculty member has responsibility to return the signed offer letter and all new hire documents to the Office of Human Resources via email: TCNJAdjunct@tcnj.edu or via fax to (609) 637.5191.

I-9 VERIFICATION

New adjunct faculty members, and returning adjunct faculty members who have not been employed by TCNJ for at least one year, are required to submit to the I-9 verification process as mandated by the US Department of Homeland Security.

1. An e-mail will be sent to the adjunct to request that she/he/they complete Section I of the electronic I-9 form via e-Verify.
2. To complete I-9 certification, newly hired adjunct faculty members are required to report to the Office of Human Resources prior to his/her/their hire date in order to provide identification documents, as per I-9 requirements. The adjunct faculty assignment will not be processed in the Human Resource Information System until required documentation is received.

ADDITIONAL INFORMATION

MANDATORY STATE OF NEW JERSEY RETIREMENT PLAN PARTICIPATION

All new adjunct faculty member must review and complete the State of NJ Affidavit of Pension. If an adjunct has questions or concerns regarding the state of New Jersey Division of Pensions and Benefits requirements, an appointment may be made with a Benefits Administrator to discuss retirement plan requirements.

WHAT HAPPENS IF ALL STEPS ARE NOT COMPLETED?

Failure to appear in the Office of Human Resources prior to the first day of employment will result in delays in employment processing, parking access and access to e-mail, CANVAS and PAWS.



ADJUNCT FACULTY WHO ARE TEACHING INDEPENDENT STUDIES

Adjunct faculty members who are teaching independent studies, practicum's, internships or any TBA courses, must be entered into the Adjunct Contract System (ACS), and the adjunct faculty member must be issued an appointment letter. Adjuncts are not compensated through the faculty overload process.

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.

DIRECT DEPOSIT OF PAYROLL CHECK

Employees are strongly encouraged to enroll in direct deposit of payroll checks. 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.

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 occur 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.

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.

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.

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.

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.