Adjunct Faculty Hiring Newsletter

SUMMER SESSIONS 2021

THE COLLEGE OF NEW JERSEY

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Welcome

Summer is quickly approaching which means planning is underway for adjunct faculty members' hiring for the summer semester. This newsletter contains rate information, the payroll schedule, and adjunct faculty member hiring instructions. Please send all questions regarding the summer adjunct hiring process to Nia McGowan at mcgowann@tcnj.edu or Melanie Daum at daumm@tcnj.edu.

All processing is now completed by the Office of Human Resources. The Summer Programs unit will no longer process summer hire requisitions. When you submit a summer session requisition, please make sure to add Nia McGowan and Melanie Daum as collaborators on the requisition.

Semester Dates

Summer Session	Start Date	End Date	Pay Dates
1	May 24, 2021	June 11, 2021	June 11, 2021 & June 25, 2021
2	June 14, 2021	July 25, 2021	June 25,2021, July 9, 2021 & July 23, 2021
3	July 19, 2021	August 19, 2021	August 6, 2021, August 20, 2021 & September 3, 2021

Understanding Adjunct Faculty Rates

A "true adjunct faculty member" is someone whose *only* role at the college is that of an adjunct faculty member. True adjunct faculty members are compensated based upon the number of semesters worked. Rates are determined by the AFT Adjunct Faculty Bargaining Unit Contract.

TCNJ faculty and staff may also hold adjunct faculty member roles, and when they do, they receive overload rates. These rates are determined by the AFT Adjunct Faculty Bargaining Unit Contract, but unlike true adjunct faculty members, these rates change periodically based on the semester and year, not the number of semesters worked.

Summer Rates

1 through 12 Semesters	13+ Semesters
$1,800	$1,860

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Overload Rates

Rank	Session 1 5/24/2021	Session 2 6/17/2021	Session 3 7/19/2021
Professor, Associate Professor, Assistant Director In Library, Librarian I	$2,025	$2,025	$2,065
Assistant Professor, Instructor, Librarian II, Librarian III	$1,965	$1,965	$2,005
Professional Staff	$1,965	$1,965	$2,005

Adjunct Faculty Pay Schedule

The compensation paid to an adjunct faculty member will occur as per the pay periods indicated below, *only if* the contract is received and processed prior to the payroll processing deadline. A contract that is submitted after the deadline is divided across the remaining pay periods.

Pay Period	From	To	Last Date to Payroll	Pay Date	Notes
12	5/22/2021	6/4/2021	6/7/2021	**6/11/2021**	OGSP/Summer
13	6/5/2021	6/18/2021	6/21/2021	6/25/2021	OGSP/Summer
14	6/19/2021	7/2/2021	7/5/2021	7/9/2021	OGSP/Summer
15	7/3/2021	7/16/2021	7/19/2021	7/23/2021	OGSP/Summer
16	7/17/2021	7/30/2021	8/2/2021	8/6/2021	OGSP/Summer
17	7/31/2021	8/13/2021	8/16/2021	**8/20/2021**	OGSP/Summer
18	8/14/2021	8/27/2021	8/30/2021	9/3/2021	Fall adjunct Pay #1

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Step-by-Step Adjunct Faculty Hiring Instructions

The hiring process for adjunct faculty members is initiated at the department level, but also includes the Office of Human Resources and the Information Technology Division. Detailed step-by-step instructions are below.

All new adjunct faculty members, as well as those who are returning after a break of one year or longer, must undergo a background check and complete a Form I-9. HR should be notified of each circumstance via email by sending the name and email address of the newly hired adjunct faculty member.

Process for New Hires

1. Department creates and submits adjunct faculty members requisition and sends for electronic approvals.
2. HR Recruitment Administrator (HRA) and department representative receives an email when requisition is fully approved and ready to post.
3. HRA sends department posting link to share with Adjunct faculty members to apply.
4. The department notifies HRA of new hire (including those separated for a year or more) by providing their name and personal email address.
5. HRA sends new hire an email containing link to the background check, the payroll website, YESS data (soon to be HCM Cloud), and a detailed sheet from IT.
6. Department representative sends newly employed adjunct faculty member the requisition link and instructs the new hire to create a new account and apply.
7. Once the new hire applies, the department representative creates a contract in Taleo and submits it for approval.
8. Once the contract is approved, the department representative sends the new hire their offer through Taleo.
9. Once the new employee has passed the necessary TCNJ employment protocols and signs the contract, the HRA will enter employee information into Oracle Cloud and send the new hire their employee ID #.

10. Employee data will feed to Information Technology systems overnight in order to process PAWS and CANVAS access.

Process to Rehire Adjunct Faculty

A rehire, for purposes of this process, is a candidate who has been employed by TCNJ as an adjunct faculty member within the last 365 days.

1. Department creates and submits adjunct faculty members requisition and sends for electronic approvals.
2. HR Recruitment Administrator (HRA) and department representative receives an email when requisition is fully approved.
3. If rehire worked in summer or fall semesters, their application should be stored in Taleo. Search their name and add them to your new requisition.
4. If rehire did not previously submit an application in Taleo, contact HRA to post and send the link to rehire to apply online.
5. Once rehire is added or applies, the department representative creates a contract in Taleo and submits it for approval.
6. When contract receives final department approval, the department representative sends the new hire their offer through the Taleo system.
7. Once the new employee has passed the necessary TCNJ employment protocols and signs the contract, the HRA will enter employee information into Oracle Cloud and send new hire their employee ID #.
8. Employee data will feed over to Information Technology systems overnight to process PAWS and CANVAS access.

NOTE: TCNJ adjunct faculty members who have not been active for more than one year will need to go through the background check and I-9 process again.

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Adjunct Faculty Hiring Workflow
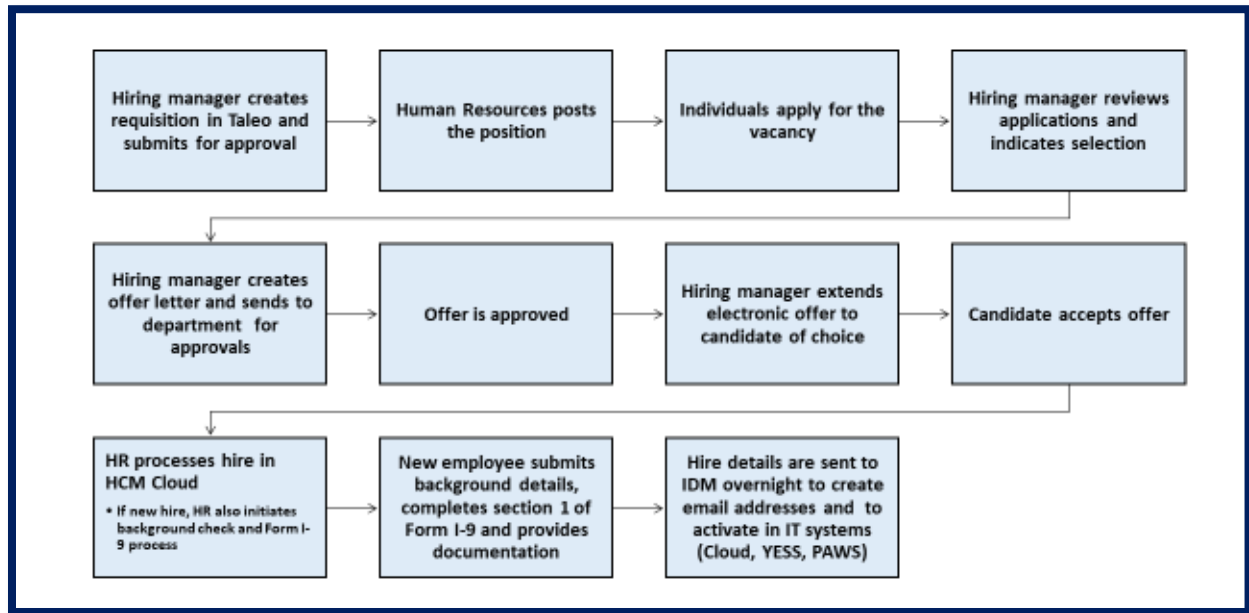
Cancelling or Revising an Employment Contract

Employees who are no longer scheduled to teach should have their contract cancelled immediately by contacting the Office of Human Resources at mcgowann@tcnj.edu. If a contract needs to be revised, the adjunct hiring recruiter will need to facilitate this process. All revised contracts should be marked "Revised" by typing directly into the contract template prior to approval.

Post Hire Processes

The adjunct faculty member appears as "hired" in Taleo once the HRA has fully processed the contract. If the department representative is unable to add an adjunct faculty member to their course(s), or the adjunct faculty member reports her/his inability to get into HCM Cloud, first check to ensure that their status is, in fact, hired.
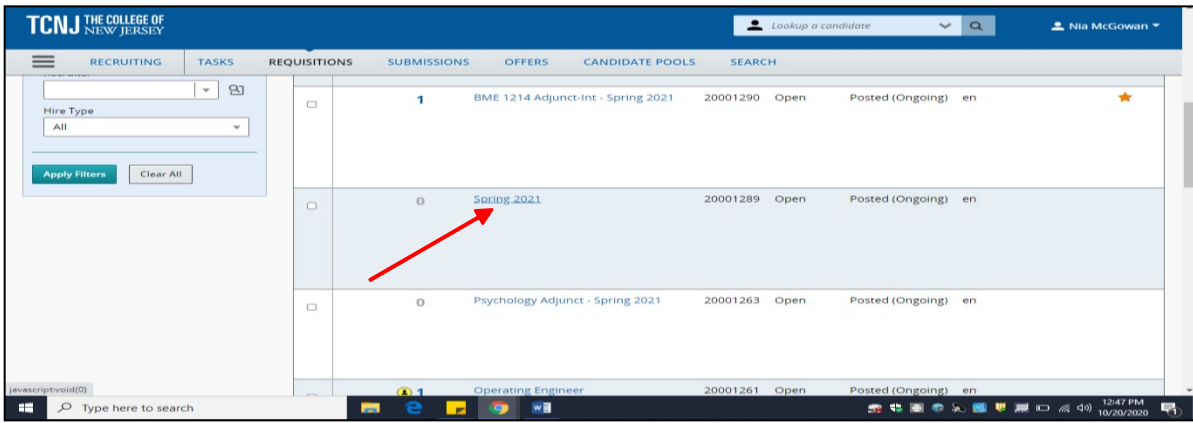
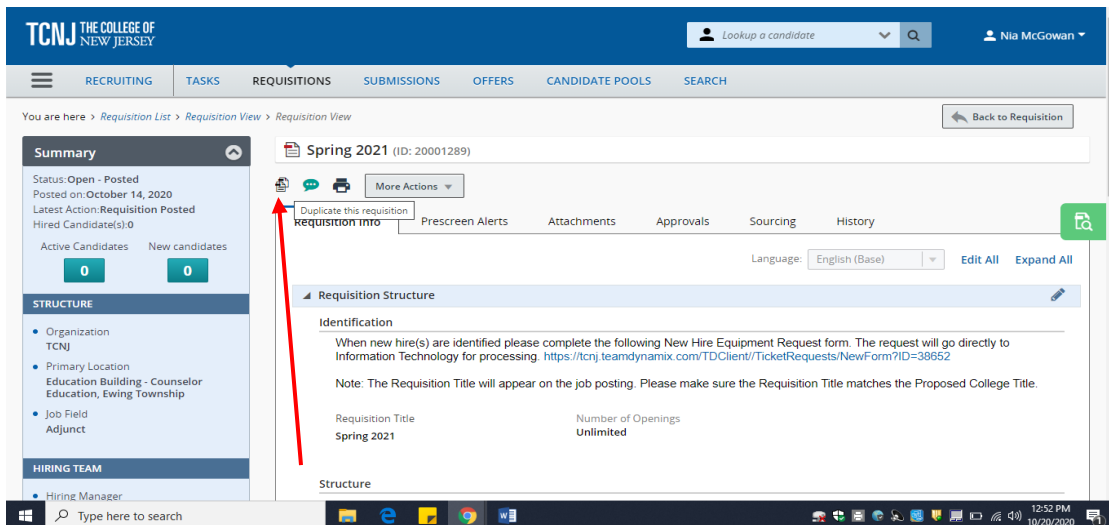# Adjunct Faculty Hiring Newsletter: Summer 2021

All system related issues for adjunct faculty members in *hired status* should be reported to the information technology (IT) department at helpdesk@tcnj.edu. If IT deems it necessary to involve HR in troubleshooting the issue, they will contact HR directly.

How to Duplicate a Requisition

1. Select the requisition that you would like to duplicate.
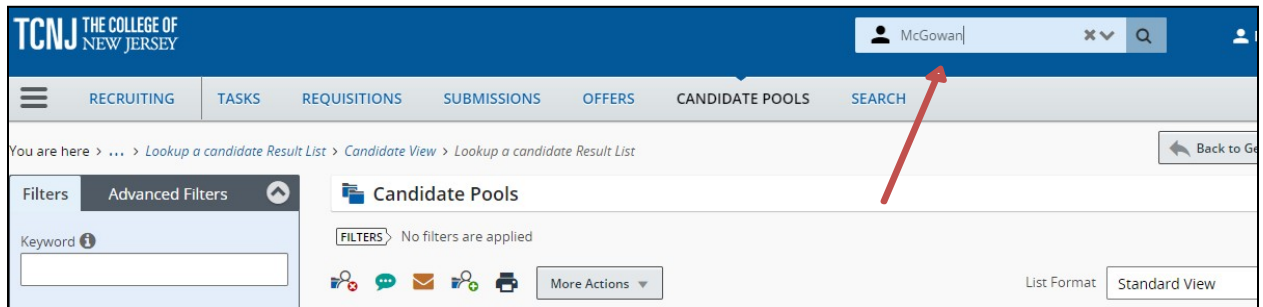

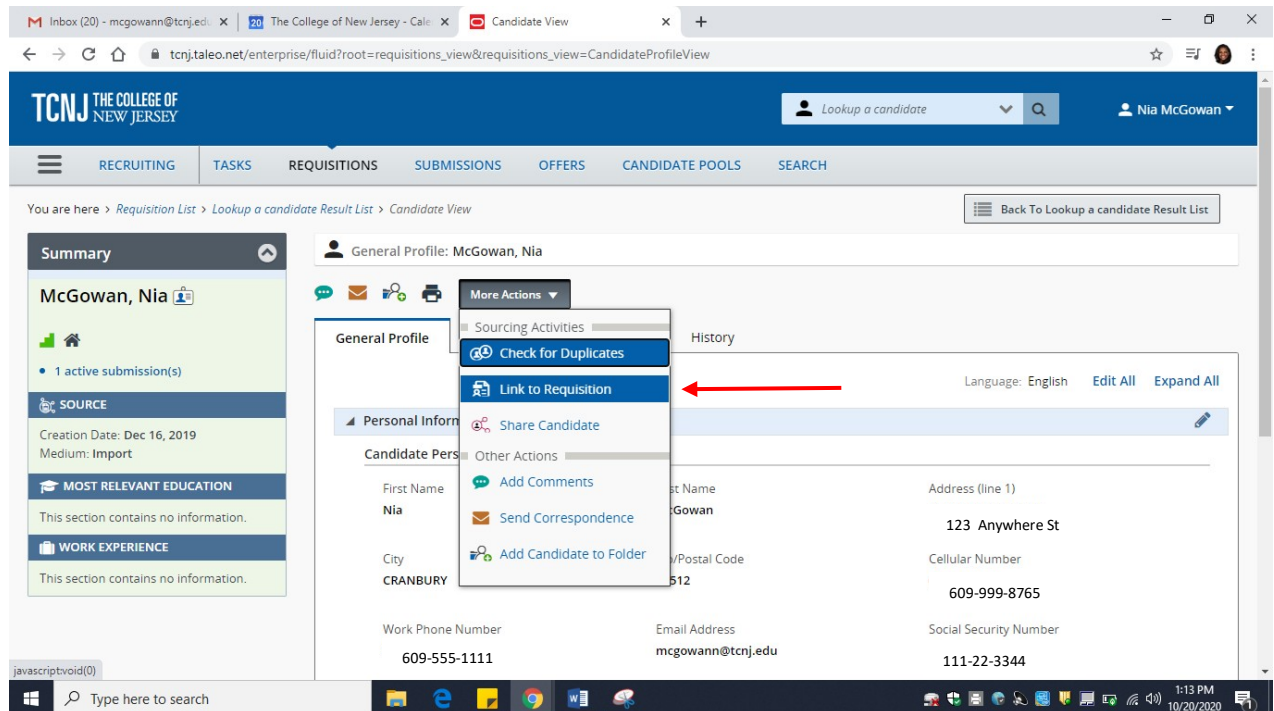2. Choose the duplicate requisition icon, and make any necessary changes to the data.

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How to Manually Add a Candidate to a Requisition

1. Search for the candidate by name.

2. Select the desired candidate, go to more actions and choose link to requisition.

3. Ensure that you are viewing requisitions that are in the correct status by using the status filter, and then choose the desired requisition from the list that populates. It is not necessary to send the candidate an email when prompted.

4. Go to Section 3 of the candidates profile and proceed with updating it. Note that data from past semesters and or departments may be in this section. You will need to overwrite this information but ensure that another department is not also hiring them for the same semester. If this is the case, coordinate with the department so that you do not delete their information before they are able to create an offer.

5. Proceed with all other hiring steps as usual.

Interim Parking Policy

In order to receive a parking decal, new employees must visit Parking Services in order to register their vehicle. The parking portal is here: Vehicle Registration You should print the temporary parking permit. If the permit expires prior to the receipt of their new parking decal, the employee will need to obtain a new temporary pass from the Campus Police department located in the Administrative Services Building.

To obtain an ID card, new employees should email IDCARDS@TCNJ.edu a photo from just above their head to just below their shoulders. The background can only be solid white or off white. No hats, scarves or tilting of the head. They will be advised to pick up their new TCNJ ID at Campus PD located in the Administrative Building.