



# Adjunct Faculty Hiring Newsletter

**SUMMER & FALL SESSIONS 2022**

**THE COLLEGE OF NEW JERSEY**



# Adjunct Faculty Hiring Newsletter: Summer & Fall 2022

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## Welcome

Summer & Fall semesters are quickly approaching which means planning is underway for adjunct faculty members' hiring for the upcoming sessions. This newsletter contains rate information, the payroll schedule, and adjunct faculty member hiring instructions. Please send all questions regarding the adjunct hiring process to Dilan Avci at [avcid1@tcnj.edu](mailto:avcid1@tcnj.edu).

## Semester Dates

Below you will find important dates related to adjunct hiring. Session start and end dates align with the semester dates. Contract start and end dates align with the pay schedule. It is important to note that the contracts should reflect the contract start and end dates listed below and not the session start and end dates. For late hires, the effective date listed on the offer letter will prorate the total compensation.

Summer Session	For Info Purposes Only: Session Start Date	For Info Purposes Only: Session End Date (Grades Due)	Contract Start Date	Contract End Date	Pay Dates
1	May 23, 2022	June 13, 2022	May 21, 2022	June 18, 2022	June 10, 2022 June 24, 2022
2	June 13, 2022	July 18, 2022	June 4, 2022	July 30, 2022	June 24, 2022 July 8, 2022 July 22, 2022 August 5, 2022
3	July 18, 2022	August 22, 2022	July 16, 2022	August 27, 2022	August 5, 2022 August 19, 2022 September 2, 2022

Fall Session	For Info Purposes Only: Session Start Date	For Info Purposes Only: Session End Date (Grades Due)	Contract Start Date	Contract End Date	Pay Dates
1	August 30, 2022	December 23, 2022	August 27, 2022	December 24, 2022	September 16, 2022 September 30, 2022 October 14, 2022 October 28, 2022 November 11, 2022 November 23, 2022 December 9, 2022 December 23, 2022



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### Understanding Adjunct Faculty Rates

By definition, an adjunct faculty member is an employee whose *only* role at the College is that of an adjunct faculty member. 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 Faculty Bargaining Unit Contract, but unlike the compensation rate for adjunct faculty members, these rates change periodically based on the semester and year, not the number of semesters worked.

### Summer & Fall Rates for Adjunct Faculty Members

#### Summer

1 through 12 Semesters	13+ Semesters
\$1,865	\$1,920

#### Fall

1 through 12 Semesters	13+ Semesters
\$1,950	\$2,005

### Overload Rates for Staff and Faculty with an Adjunct Faculty Contract

Rank	Summer 2022	Fall 2022
Professor, Associate Professor, Assistant Director In Library, Librarian I	\$2,065	\$2,065
Assistant Professor, Instructor, Librarian II, Librarian III	\$2,005	\$2,005
Professional Staff	\$2,005	\$2,005



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### Adjunct Faculty Pay Schedule

The compensation paid to an adjunct faculty member will occur as per the pay periods indicated in the contract.

#### Summer 1 3-Week Session

Pay Period	From	To	Due to Payroll	Pay Date
12	5/21/2022	6/3/2022	6/6/2022	6/10/2022
13	6/4/2022	6/17/2022	6/20/2022	6/24/2022

#### Summer 2 5-Week Session

Pay Period	From	To	Due to Payroll	Pay Date
13	6/4/2022	6/17/2022	6/20/2022	6/24/2022
14	6/18/2022	7/1/2022	7/4/2022	7/8/2022
15	7/2/2022	7/15/2022	7/18/2022	7/22/2022
16	7/16/2022	7/29/2022	8/1/2022	8/5/2022

#### Summer 3 5-Week Session

Pay Period	From	To	Due to Payroll	Pay Date
16	7/16/2022	7/29/2022	8/1/2022	8/5/2022
17	7/30/2022	8/12/2022	8/15/2022	8/19/2022
18	8/13/2022	8/26/2022	8/29/2022	9/2/2022

#### Fall Semester

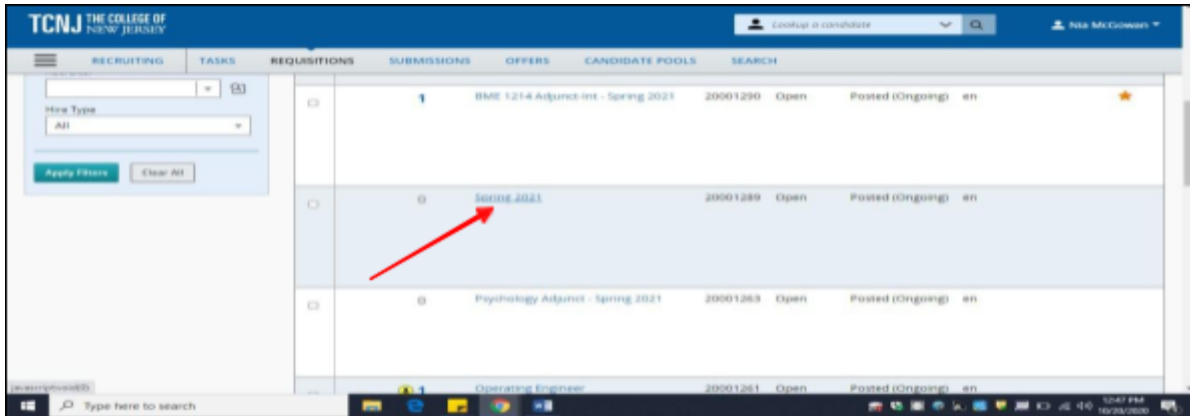
Pay Period	From	To	Due to Payroll	Pay Date
19	8/27/2022	9/9/2022	9/12/2022	9/16/2022
20	9/10/2022	9/23/2022	9/26/2022	9/30/2022
21	9/24/2022	10/7/2022	10/10/2022	10/14/2022
22	10/8/2022	10/21/2022	10/24/2022	10/28/2022
23	10/22/2022	11/4/2022	11/7/2022	11/11/2022
24	11/5/2022	11/18/2022	11/22/2022	11/23/2022
25	11/19/2022	12/2/2022	12/5/2022	12/9/2022
26	12/3/2022	12/16/2022	12/19/2022	12/23/2022



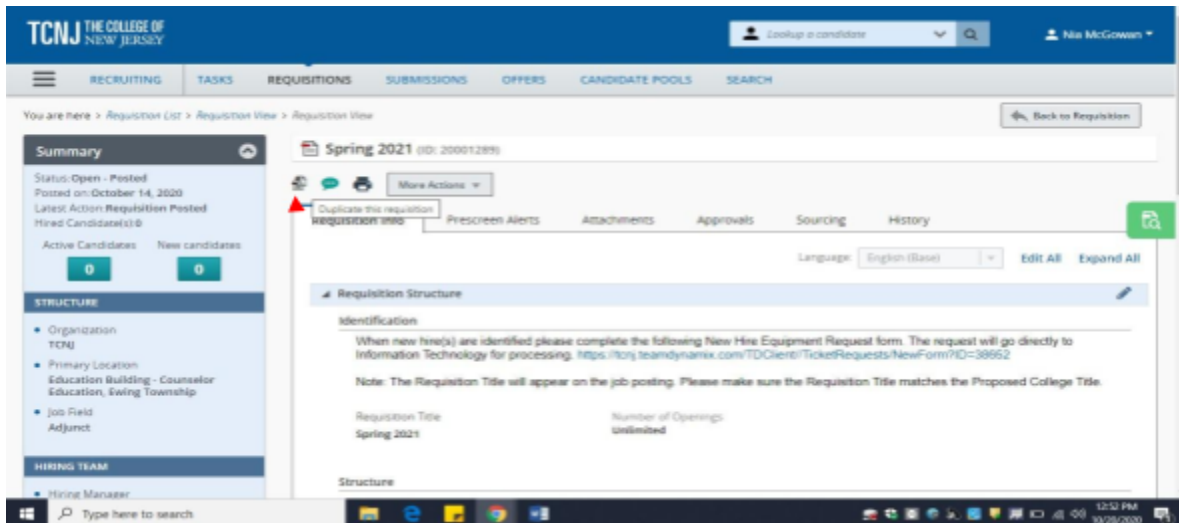
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## How to Duplicate a Requisition

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



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

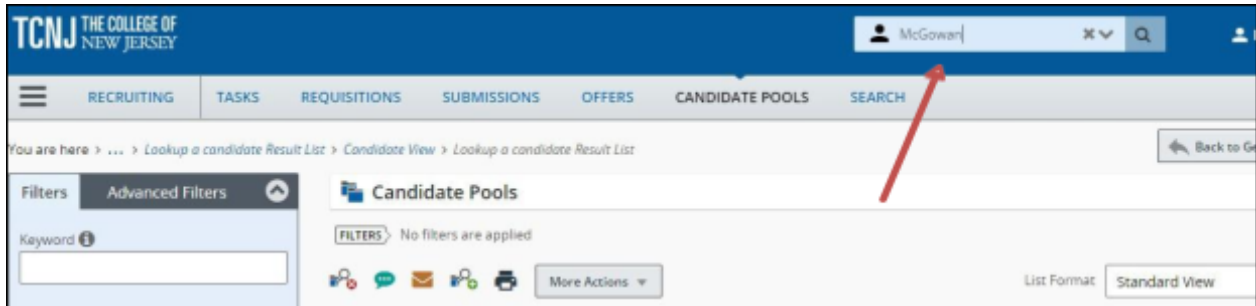




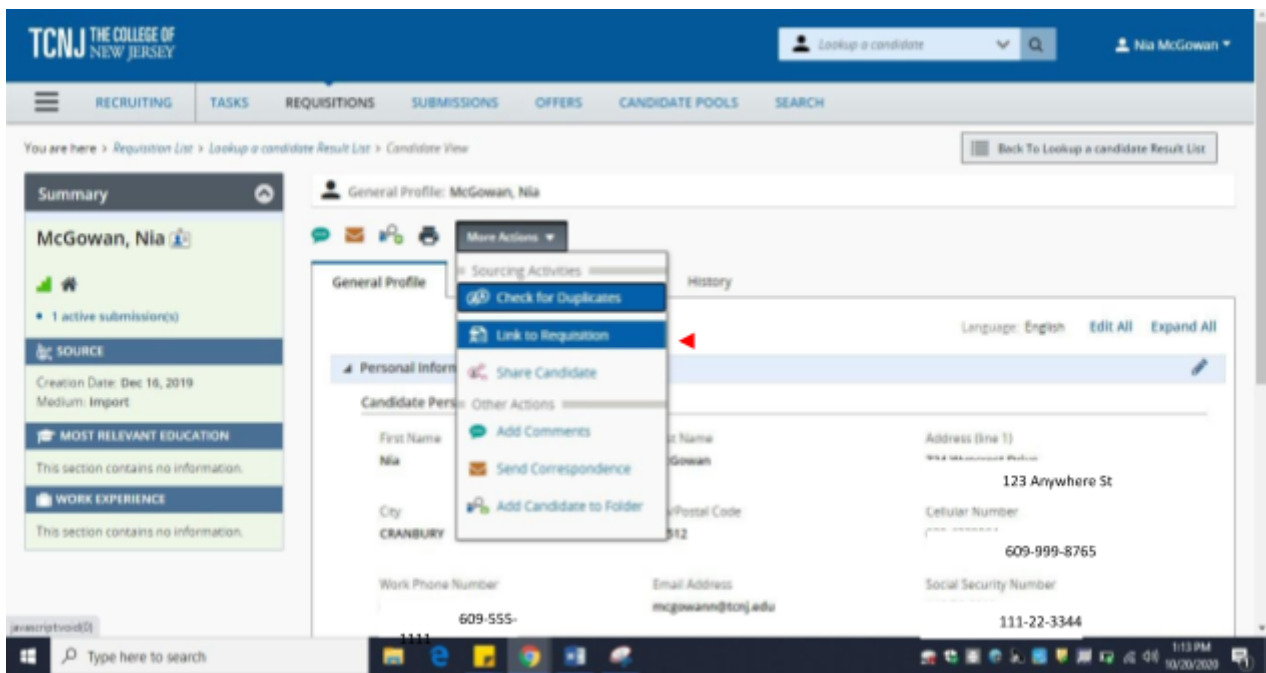
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## How to Manually Add a Candidate to a Requisition

1. Search for the candidate by name.



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





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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.

<input type="checkbox"/>	20000328	OSGP, Summer 2020 Instructors	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000319	Computer Science Adjunct, Fall 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000300	Psychology Adjunct - Fall 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000303	Public Health Adjunct - Summer 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000290	Nursing Adjunct - Summer 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000289	Nursing Adjunct - Summer 2020	en	McGowan, Nia	Sourcing
<input type="checkbox"/>	20000285	Nursing Adjunct - Summer 2020	en	McGowan, Nia	Sourcing

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4. Go to Section 3 of the candidate's 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.





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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 (HR) and the Information Technology Division (IT). 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.

### Process for New Hires & Rehires

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 adjunct faculty members requisition and submits for electronic approvals.
2. HR and department representatives will receive an email when the requisition is fully approved and ready to post.
3. If advertisements or internal posting links are required, program assistants or hiring managers can include this request in the comment section of the requisition approval process.
4. HR posts the position.
5. Applicants apply and the department creates and submits the offer for approval.
6. Upon approval, department extends the offer to the candidate.
7. Candidate accepts the offer.
8. HR starts the onboarding process (background check if applicable, I-9, etc.)
9. Upon completion of employment requirements, HR will send new hire acknowledgment (TCNJ credentials) email to candidate and copy the hiring manager and hiring manager assistant.



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### Canceling or Revising an Employment Contract

Employees who are no longer scheduled to teach should have their contract canceled immediately by contacting the Office of Human Resources at [avcid1@tcnj.edu](mailto:avcid1@tcnj.edu).

Below you will find the steps to revise a contract:

1. The program assistant or hiring manager will facilitate this process and coordinate with HR by completing the [Employment Contract Change Request form](#).
2. HR will rescind the contract.
3. The program assistant or hiring manager will update the contract in Taleo to “**Revised**” by typing directly into the contract template prior to approval.
4. The program assistant or hiring manager will submit the changed contract for approval.
5. Upon approval, the program assistant or hiring manager will extend the revised offer to the adjunct.
6. The adjunct will accept the revised contract.
7. HR will process changes.

### Post Hire Processes

The new hire, hiring manager, and hiring manager assistant will receive an acknowledgement once the employment process is complete.

In addition, adjunct faculty member appears as “hired” in Taleo once HR 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/their inability to log into HCM Cloud, check to ensure that their status is, in fact, hired.

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