Adjunct Faculty Hiring Newsletter

WINTER & SPRING SESSIONS 2023

THE COLLEGE OF NEW JERSEY

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Contents

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Welcome

Winter & Spring 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.

The Taleo integration project is near its completion. Revised user guides, job aids, and training information will be posted on our Human Resources website shortly.

Note regarding Taleo Requisitions: All requisition titles should be alphanumeric and no more than 64 characters. Do not use special characters such as: !?&*().

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 contract will prorate the total compensation.

Winter 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
5 week session	December 26, 2022	January 23, 2023	December 17, 2022	January 28, 2023	January 6, 2023 January 20, 2023 February 3, 2023
3 week session	January 3, 2023	January 23, 2023	December 31, 2022	January 28, 2023	January 20, 2023 February 3, 2023

Spring 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	January 23, 2023	May 22, 2023	January 14, 2023	May 6, 2023	February 3, 2023 February 17, 2023 March 3, 2023 March 17, 2023 March 31, 2023 April 14, 2023 April 28, 2023 May 12, 2023

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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.

Winter & Spring Rates for Adjunct Faculty Members

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

Overload Rates for Staff & Faculty with an Adjunct Faculty Contract

Rank	Winter 2023	Spring 2023
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.

Winter 5-Week Session

Pay Period	From	To	Due to Payroll	Pay Date
1	12/17/2022	12/30/2022	01/02/2023	01/06/2023
2	12/31/2022	01/13/2023	01/16/2023	01/20/2023
3	01/14/2023	01/27/2023	01/30/2023	02/03/2023

Winter 3-Week Session

Pay Period	From	To	Due to Payroll	Pay Date
2	12/31/2022	01/13/2023	01/16/2023	01/20/2023
3	01/14/2023	01/27/2023	01/30/2023	02/03/2023

Spring Semester

| Pay Period	From	To	Due to Payroll	Pay Date
3	01/14/2023	01/27/2023	01/30/2023	02/03/2023
4	01/28/2023	02/10/2023	02/13/2023	02/17/2023
5	02/11/2023	02/24/2023	02/27/2023	03/03/2023
6	02/25/2023	03/10/2023	03/13/2023	03/17/2023
7	03/11/2023	03/24/2023	03/27/2023	03/31/2023
8	03/25/2023	04/07/2023	04/10/2023	04/14/2023
9	04/08/2023	04/21/2023	04/24/2023	04/28/2023
10	04/22/2023	05/05/2023	05/08/2023	05/12/2023

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How to Duplicate a Requisition

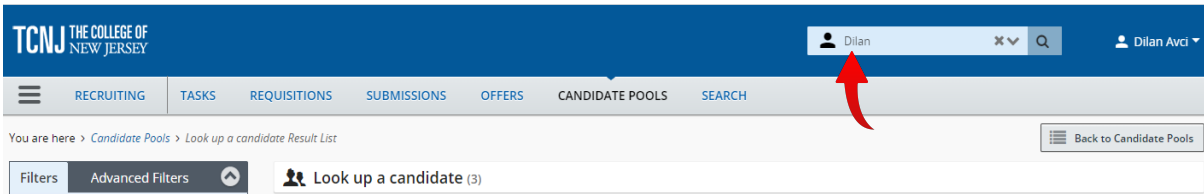1. Select the requisition that you would like to duplicate.
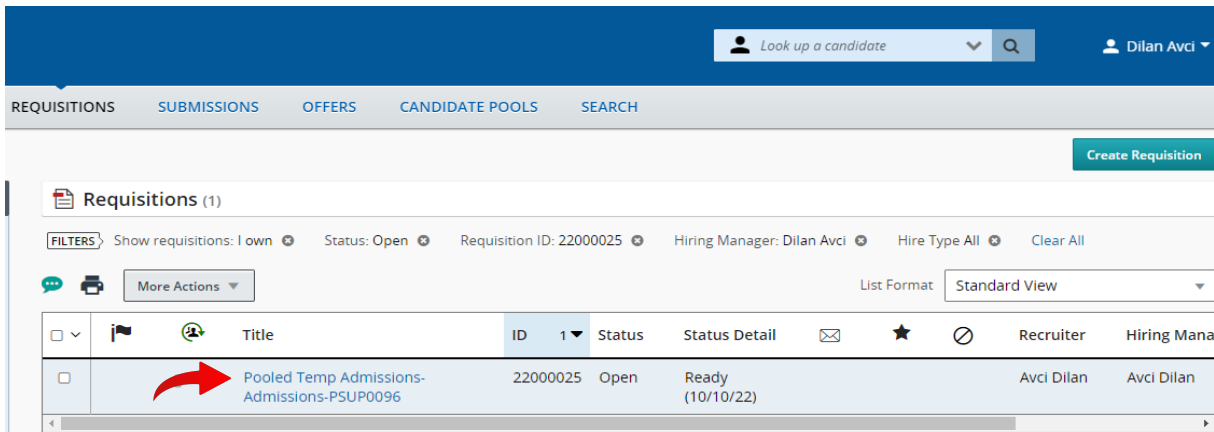
2. Choose the duplicate requisition icon or **More Actions → Duplicate this requisition**, and make any necessary changes to the data.
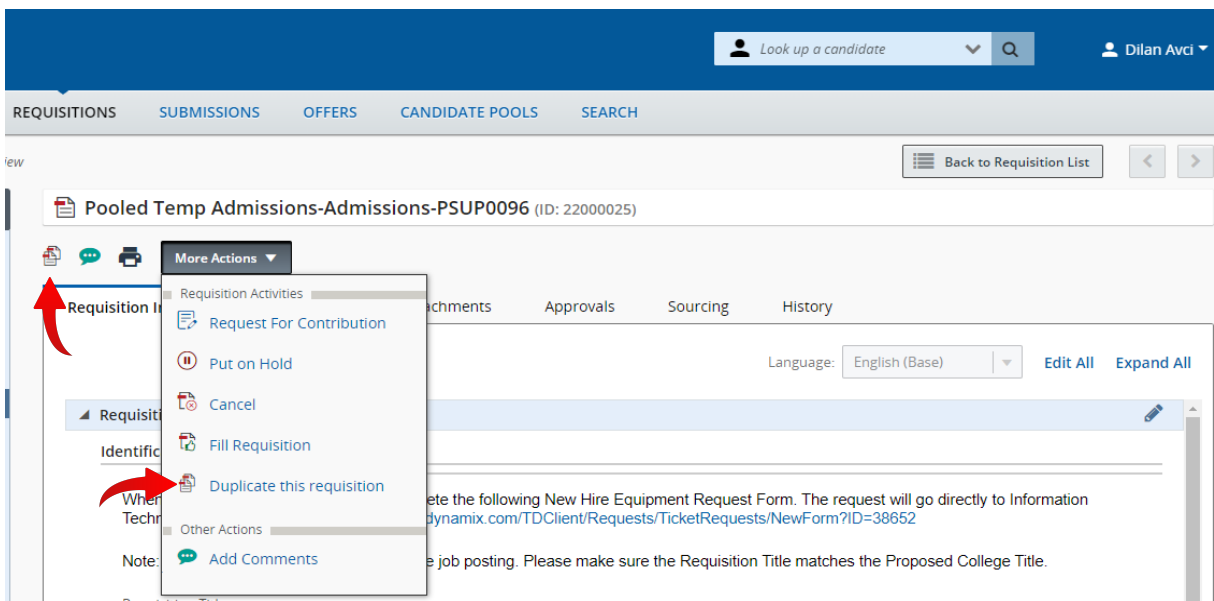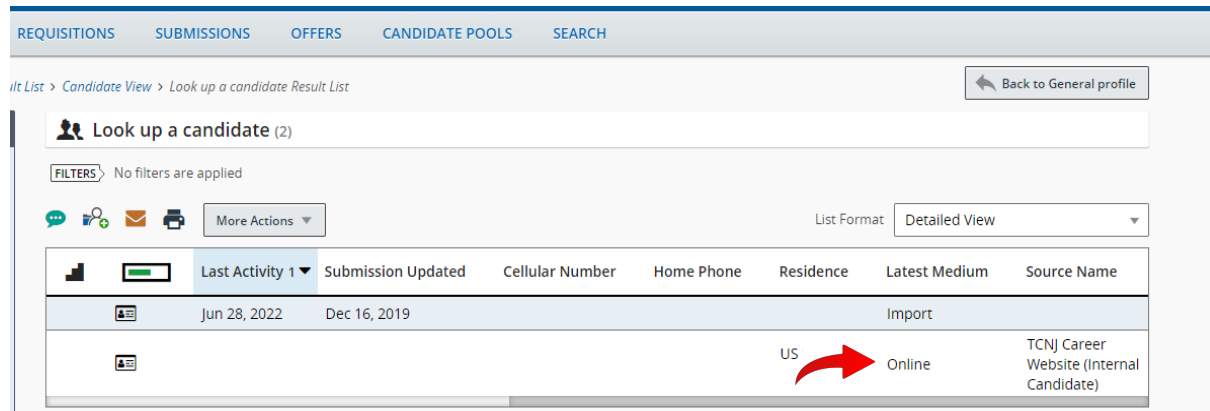
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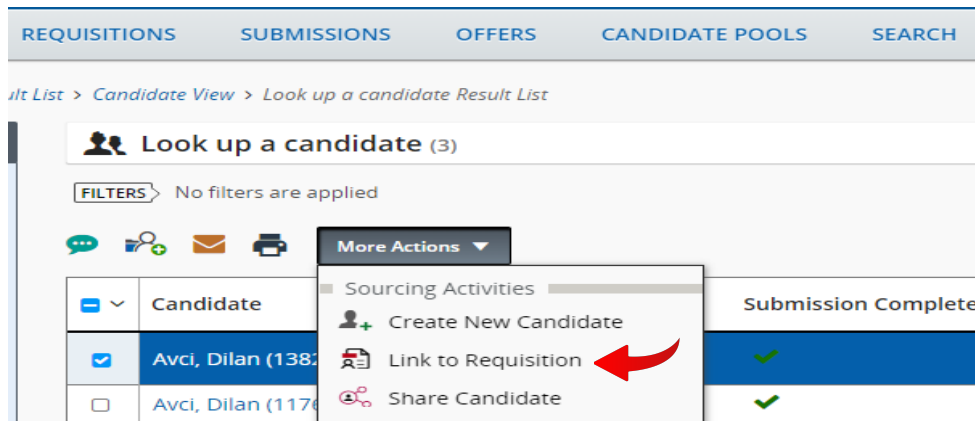## How to Manually Add a Candidate to a Requisition

1. Search for the candidate by name.

2. If the candidate has multiple profiles, use the scroll bar and under Latest Medium, select the **Online** Profile. Do not use **Import** profiles.
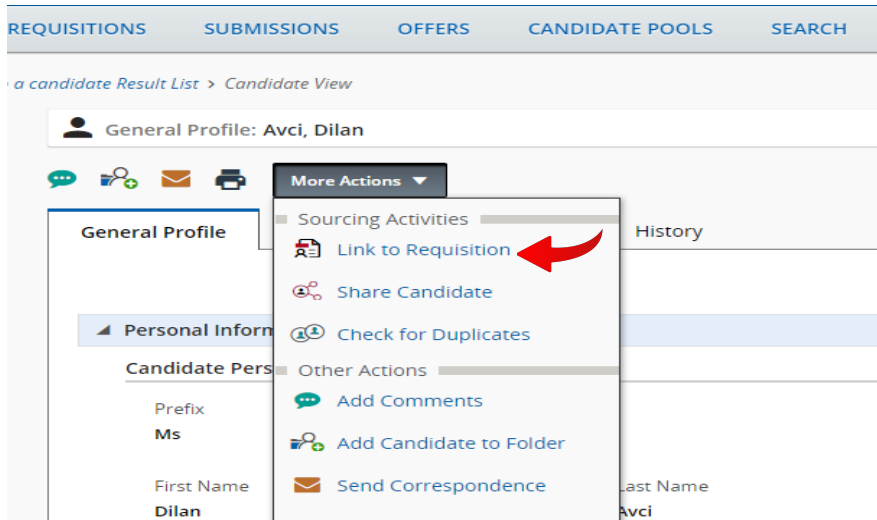
3. Select the Online Candidate profile → **More Actions** → **Link to Requisition.**

This can also be completed under the Candidate profile page.
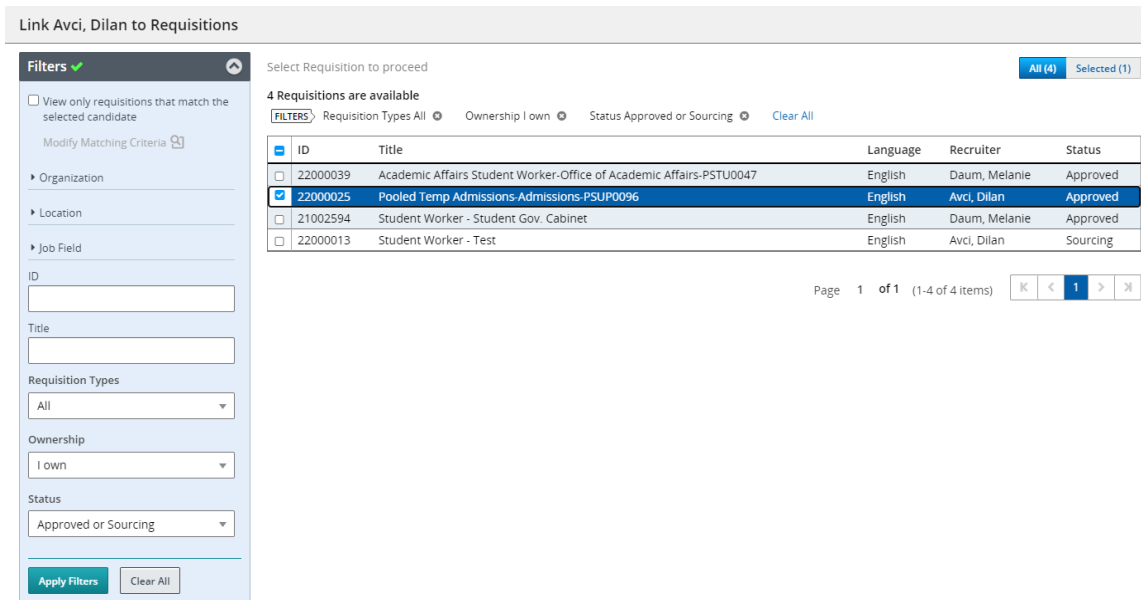
4. Ensure that you are viewing the requisitions that are in correct status by using the status filter, and choose the desired requisition from the list that populates. Select the requisition → **Link to Requisition**. It is not necessary to send the candidate an email when prompted.

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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 (IT) 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 if their documents are not up to date.

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. 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.
3. HR and department representatives will receive an email when the requisition is fully approved.
4. HR posts the position or provides the internal posting links based upon department request.
5. Applicants apply and the department creates and submits the offer for approval.
6. Upon approval, the department extends the offer to the candidate.
7. Candidate accepts the offer.
8. HR starts the onboarding process (background check and I-9, if applicable).
9. Upon completion of employment requirements, HR will send new hire acknowledgment (TCNJ email address and employee ID number) email to the 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 and completing the Employment Contract Change Request form.

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 and mark it as "Revised" by typing directly into the contract template prior to submitting for approval.
4. The program assistant or hiring manager will submit the revised 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

An adjunct faculty member will appear as *hired* in Taleo once HR has fully processed the contract.

In addition, new hires and adjuncts returning after a break of one year or longer, the hiring manager, and hiring manager assistant will receive an acknowledgement once the employment process is complete.

If an adjunct faculty member is in *hired* status and the department representative is unable to add them to their course(s), or the adjunct faculty member reports their inability to log into HCM Cloud, please reach out to Dilan Avci at avcid1@tcnj.edu.