



OFFICE OF HUMAN RESOURCES

Adjunct Faculty Hiring Newsletter

SUMMER & FALL SESSIONS 2023

THE COLLEGE OF NEW JERSEY



Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

Contents

Welcome	3
Semester Dates	3
Understanding Adjunct Faculty Rates	4
Summer & Fall Rates	4
Overload Rates	4
Adjunct Faculty Pay Schedule	5
How to Manually Add a Candidate to a Requisition	6
Creating an Adjunct Offer Letter in Taleo	8
Step-by-Step Adjunct Faculty Hiring Instructions	11
Process for New Hires & Rehires	11
Canceling or Revising an Employment Contract	12
Post Hire Processes	12



Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

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.

Important information regarding process changes associated with the Taleo integrations project can be found on pages 8 and 11.

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.

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	Pay Basis
Session 1	May 22, 2023	June 12, 2023	May 20, 2023	June 17, 2023	June 9, 2023 June 23, 2023	2 biweekly pay period
Session 2	June 12, 2023	July 17, 2023	June 3, 2023	July 29, 2023	June 23, 2023 July 7, 2023 July 21, 2023 August 4, 2023	4 biweekly pay period
Session 3	July 17, 2023	August 21, 2023	July 15, 2023	August 26, 2023	August 4, 2023 August 18, 2023 September 1, 2023	3 biweekly pay period

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	Pay Basis
1	August 29, 2023	December 22, 2023	August 26, 2023	December 16, 2023	September 15, 2023 September 29, 2023 October 13, 2023 October 27, 2023 November 10, 2023 November 22, 2023 December 8, 2023 December 22, 2023	Biweekly Adjunct



Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

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

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

Overload Rates for Staff & Faculty with an Adjunct Faculty Contract

Rank	Summer 2023	Fall 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

Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

Adjunct Faculty Pay Schedule

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

Summer Session 1

Pay Period	From	To	Due to Payroll	Pay Date
12	05/20/2023	06/02/2023	06/05/2023	06/09/2023
13	06/03/2023	06/16/2023	06/19/2023	06/23/2023

Summer Session 2

Pay Period	From	To	Due to Payroll	Pay Date
13	06/03/2023	06/16/2023	06/19/2023	06/23/2023
14	06/17/2023	06/30/2023	07/03/2023	07/07/2023
15	07/01/2023	07/14/2023	07/17/2023	07/21/2023
16	07/15/2023	07/28/2023	07/31/2023	08/04/2023

Summer Session 3

Pay Period	From	To	Due to Payroll	Pay Date
16	07/15/2023	07/28/2023	07/31/2023	08/04/2023
17	07/29/2023	08/11/2023	08/14/2023	08/18/2023
18	08/12/2023	08/25/2023	08/28/2023	09/01/2023

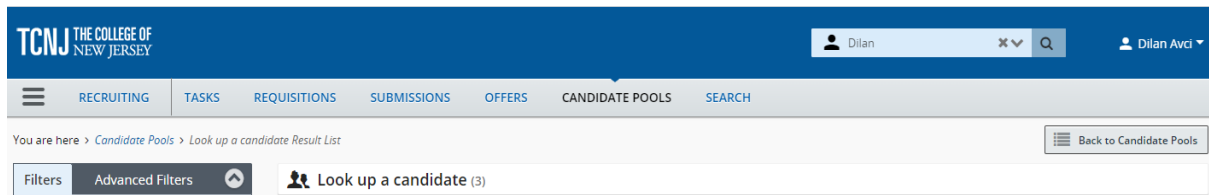
Fall Semester

Pay Period	From	To	Due to Payroll	Pay Date
19	08/26/2023	09/08/2023	09/11/2023	09/15/2023
20	09/09/2023	09/22/2023	09/25/2023	09/29/2023
21	09/23/2023	10/06/2023	10/09/2023	10/13/2023
22	10/07/2023	10/20/2023	10/23/2023	10/27/2023
23	10/21/2023	11/03/2023	11/06/2023	11/10/2023
24	11/04/2023	11/17/2023	11/20/2023	11/22/2023
25	11/18/2023	12/01/2023	12/04/2023	12/08/2023
26	12/02/2023	12/15/2023	12/18/2023	12/22/2023

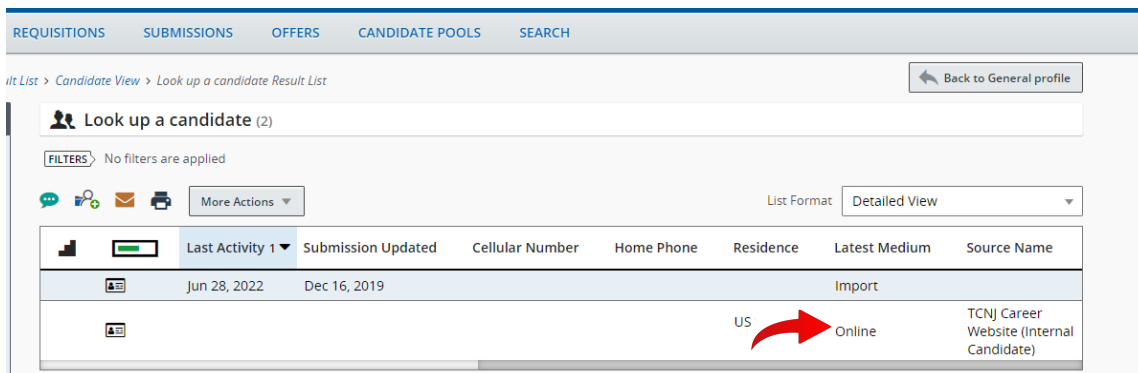
Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

How to Manually Add a Candidate to a Requisition

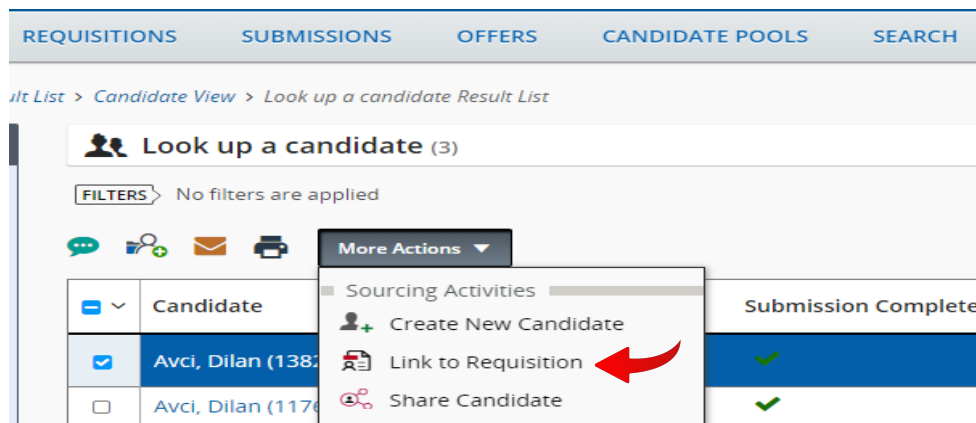
1. Search for the candidate by name.



2. If the candidate has multiple profiles, use the scroll bar and under Latest Medium, select the **Online Profile**. Do not use **Import** profiles.

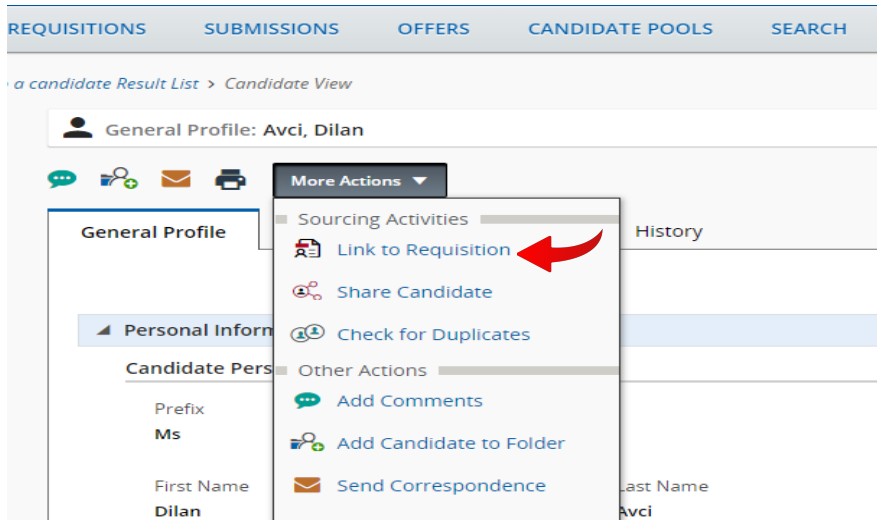


3. Select the Online Candidate profile → **More Actions** → **Link to Requisition**.



Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

This can also be completed under the Candidate profile page.



REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

a candidate Result List > Candidate View

General Profile: Avci, Dilan

More Actions

- Sourcing Activities
- Link to Requisition
- Share Candidate
- Check for Duplicates
- Other Actions
- Add Comments
- Add Candidate to Folder
- Send Correspondence

General Profile

Personal Information

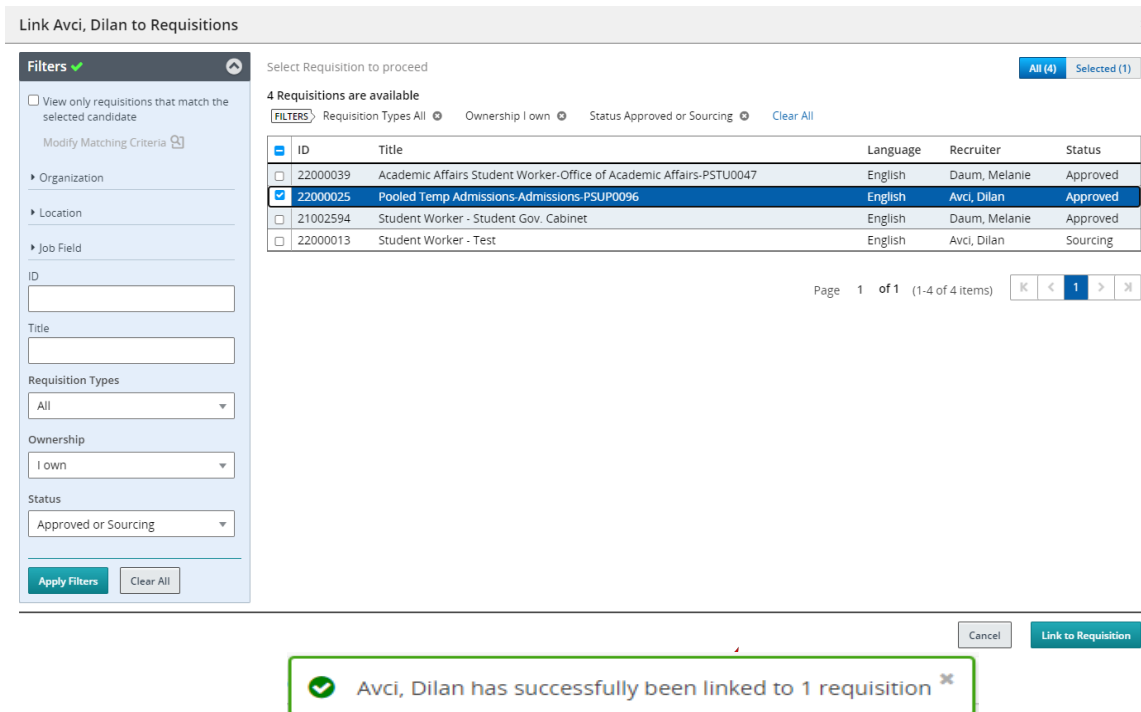
Candidate Personal Information

Prefix: Ms

First Name: Dilan

Last Name: Avci

- 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.



Link Avci, Dilan to Requisitions

Filters

View only requisitions that match the selected candidate

Modify Matching Criteria

Organization

Location

Job Field

ID

Title

Requisition Types: All

Ownership: I own

Status: Approved or Sourcing

Apply Filters Clear All

Select Requisition to proceed

All (4) Selected (1)

4 Requisitions are available

FILTERS Requisition Types All Ownership I own Status Approved or Sourcing Clear All

ID	Title	Language	Recruiter	Status
<input type="checkbox"/> 22000039	Academic Affairs Student Worker-Office of Academic Affairs-PSTU0047	English	Daum, Melanie	Approved
<input checked="" type="checkbox"/> 22000025	Pooled Temp Admissions-Admissions-PSUP0096	English	Avci, Dilan	Approved
<input type="checkbox"/> 21002594	Student Worker - Student Gov. Cabinet	English	Daum, Melanie	Approved
<input type="checkbox"/> 22000013	Student Worker - Test	English	Avci, Dilan	Sourcing

Page 1 of 1 (1-4 of 4 items)

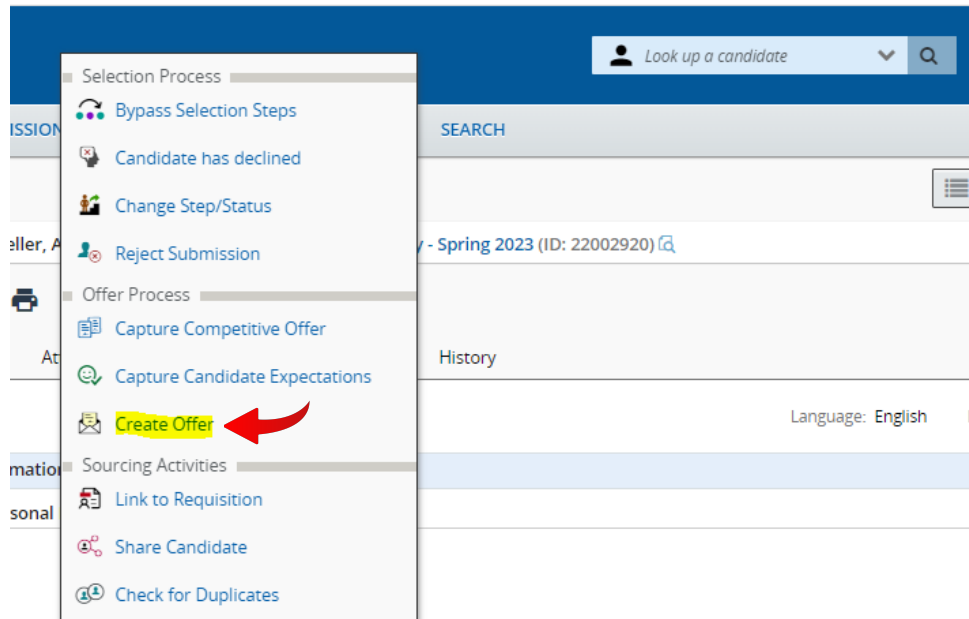
Cancel Link to Requisition

Avci, Dilan has successfully been linked to 1 requisition

Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

Creating an Adjunct Offer Letter in Taleo

1. Under **More Actions** select **Create Offer**



2. In the Top Section, the Start and End Dates should align with the Payroll schedule. You may enter an expiration date or remove the date listed entirely.

▲ Offer details

Create New Offer

Offer (New)

▲ Top Section

Status	: Draft
Start Date	: Aug 26, 2023, 9:00 AM <input type="checkbox"/> Tentative
Employment End Date	: Dec 16, 2023
Expiration Date	: <input type="text"/>
Orientation Date	: <i>MMM d, yyyy</i>
Created on	: -

Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

3. **Annualized Salary:** Total compensation of the assignment

Currency: US Dollar (USD)

Pay Basis: Biweekly

Salary (Pay Basis): Total compensation of the assignment, or the Annualized Salary divided by 8.

Salary Basis (Pay Frequency): This can be completed using the selector or by typing directly into the field. **Note:** For Winter and Summer Sessions, the pay basis will vary.

Summer Session 1 pay basis: 2_ **biweekly** _Pay_Period

Summer Session 2 pay basis: 4_ **Biweekly** _Pay_Period


Summer Session 3 pay basis: 3_ **Biweekly** _Pay_Period

Fall/Spring Session pay basis: **Biweekly** _Adjunct


▲ General Terms

Annualized Salary * :

Currency * :

Pay Basis * : 

Salary (Pay Basis) * :

Salary Basis (Pay Frequency) * : 

4. **Hire Type:** For Rehires: Adjunct/Student Rehire

For New Hires: External New Hire


Position: Pooled Adjunct and Department Name

▲ Details

Hire Type * :

Notes :

Characters remaining : 765

Position * : 

Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

5. Select **Create letter from template** and choose from the list provided:

▲ Offer Letter

Letter * : [Create letter from template](#)

▲ Comments

Comments :

Select Offer Letter Template x

[Hide Template List](#)

▼ Filters

Showing Templates (56)

- Adjunct Contract Fall 2023 - 1 Row
Code: Adjunct Contract
Fall 2023 - 1 Row
Language: English Intended for: All candidates
- Adjunct Contract Fall 2023 - 2 Rows
Code: Adjunct Contract
Fall 2023 - 2 Rows
Language: English Intended for: All candidates
- Adjunct Contract Fall 2023 - 3 Rows
Code: Adjunct Contract
Fall 2023 - 3 Rows
Language: English Intended for: All candidates
- Adjunct Contract Fall 2023 - 4 Rows
Code: Adjunct Contract
Fall 2023 - 4 Rows
Language: English Intended for: All candidates
- Adjunct Contract - Spring 2023 - 1 Row

Adjunct Contract Fall 2023 - 1 Row Language: English

(Other.CurrentDate)

Dear (Candidate.FullName),

I am pleased to confirm your appointment to the adjunct faculty of The College of New Jersey for the Fall term. For newly hired adjunct faculty members, and those returning after a break in service of more than one (1) year, this appointment is contingent upon the successful completion of a background investigation. This appointment may be or become subject to the terms of an agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO, State Colleges/Universities Adjunct Unit.

This is a part-time, non-tenure track appointment for the courses listed below:

Appointment Detail

Title: (Requisition.JobTitle)
 Department: (Requisition.DepartmentName)
 Contract Effective Date: August 26, 2023
 Contract End Date: December 16, 2023
 Rate: (Candidate.UDF_00_Rate)
 Faculty Weighted Hours: (Candidate.UDF_00_Total Faculty Weighted Hours)
 Total Compensation: \$(Offer.Salary)

The contract effective and end date align with the payroll schedule. Adjunct faculty performance dates are aligned with the session start and end dates, and adjunct faculty are expected to work until grades are due.

6. Scroll up and select **Save and Close** once all required fields have been completed.

[Full Screen](#) [Collapse All](#)

7. Submit for Approvals and Extend the offer via E-Offer once fully approved.

Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

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.
 - a. **Note regarding Taleo Requisitions:** The hiring manager listed on all adjunct requisitions should be the Dean of the school. Those monitoring the requisition(s) can be listed as the Recruiter Assistant and/or Hiring Manager Assistant.
 - i. All requisition titles should be alphanumeric and no more than 64 characters. Do not use special characters such as: !?&*().
 - ii. **Do not use the *Duplicate this requisition* feature, this tends to cause issues with the new Taleo integrations.**
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.

Adjunct Faculty Hiring Newsletter: Summer & Fall 2023

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.