



Adjunct Faculty Hiring Guide

WINTER & SPRING SESSIONS 2023-2024

THE COLLEGE OF NEW JERSEY



Adjunct Faculty Hiring Guide: Winter & Spring 2023-24

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Welcome!

Winter and Spring semesters are quickly approaching and planning is underway for adjunct faculty members' hiring for the upcoming sessions. This guide contains rate information, the payroll schedule, and hiring instructions for hiring managers and those who assist in the hiring process. There are instructions on [creating a Requisition for Adjunct Faculty](#) members but if you have questions, register for a [Hiring Manager Q&A](#) session! Held on the first Friday of the month, this drop in session is intended for any questions you may have related to the hiring process.

Please be advised that the new HR point of contact for the adjunct hiring process is Fox Parks. For questions regarding this process please submit a ticket through the [HR Portal](#) under the recruiting/onboarding service catalog.

Important Note: reference page 9 for new instructions on how to enter the salary pay basis.

Semester Dates

Below you will find dates related to adjunct hiring. Contract start and end dates align with the payroll schedule. **Offer letters should always reflect the contract start and end dates listed below.** For late hires, the effective date listed on the contract will prorate the total compensation.

Winter Session	Contract Start Date	Contract End Date	Pay Dates	Pay Basis
Session 1 (5 weeks)	December 16, 2023	January 27, 2024	January 5, 2024 January 19, 2024 February 2, 2024	3 biweekly pay period
Session 2 (3 weeks)	December 30, 2023	January 27, 2024	January 19, 2024 February 2, 2024	2 biweekly pay period

Spring Session	Contract Start Date	Contract End Date	Pay Dates	Pay Basis
1	January 13, 2024	May 4, 2024	February 2, 2024 February 16, 2024 March 1, 2024 March 15, 2024 March 29, 2024 April 12, 2024 April 26, 2024 May 10, 2024	Biweekly Adjunct



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Understanding Adjunct Faculty Rates

By definition, an adjunct is an employee whose *primary* 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 2024	Spring 2024
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 Session 1 (5 weeks)

Pay Period	From	To	Due to HR	Pay Date
1	12/16/2023	12/29/2023	12/20/2023	01/05/2024
2	12/30/2023	01/12/2024	01/08/2024	01/19/2024
3	01/13/2024	01/26/2024	01/22/2024	02/02/2024

Winter Session 2 (3 weeks)

Pay Period	From	To	Due to HR	Pay Date
2	12/30/2023	01/12/2024	01/08/2024	01/19/2024
3	01/13/2024	01/26/2024	01/22/2024	02/02/2024

Spring Semester

Pay Period	From	To	Due to HR	Pay Date
3	01/13/2024	01/26/2024	01/22/2024	02/02/2024
4	01/27/2024	02/09/2024	02/05/2024	02/16/2024
5	02/10/2024	02/23/2024	02/19/2024	03/01/2024
6	02/24/2024	03/08/2024	03/04/2024	03/15/2024
7	03/09/2024	03/22/2024	03/18/2024	03/29/2024
8	03/23/2024	04/05/2024	04/01/2024	04/12/2024
9	04/06/2024	04/19/2024	04/15/2024	04/26/2024
10	04/20/2024	05/03/2024	04/29/2024	05/10/2024

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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 three years or longer, must undergo a background check and complete a Form I-9 if their documents are not up to date. All TCNJ regular, full-time employees who are interested in an adjunct assignment, will need to have the Permission to Teach Form completed and attached to the requisition. This form is located on the Careers.TCNJ website under the forms section.

Process for New Hires & Rehires

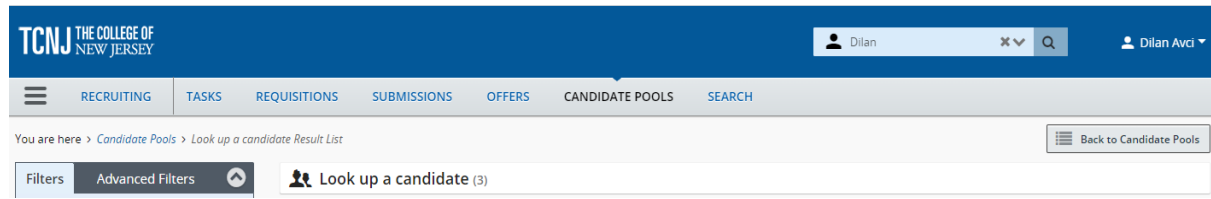
A **rehire**, for purposes of this process, is a candidate who has been employed by TCNJ as an adjunct faculty member within the last 365 days.

1. Department creates adjunct faculty member requisitions and submits for electronic approvals. Before submitting for approval the roles will need to be manually changed.
 - a. The **Hiring Manager** listed on all adjunct requisitions and offer letters should be the **Dean or their designee** of the school and the first approver. The **Recruiter** should be listed as **Fox Parks**. Those monitoring the requisition(s) can be listed as the **Recruiter Assistant** and/or **Hiring Manager Assistant**. The role of **Collaborator** can also be assigned but has read access only.
 - i. All requisition titles should be alphanumeric and no more than 64 characters. Do not use special characters such as: !?&*(). (Department, Term, Year.)
 - ii. **Do not use the *duplicate requisition* feature, as this will cause issues with Taleo integrations. Your changes will not save if you duplicate a requisition.**
2. HR and department representatives will receive an email when the requisition is fully approved.
3. HR posts the position or provides the internal posting links.
4. Applicants apply and the department creates and submits the offer for approval.
5. Upon approval, the department extends the offer to the candidate.
6. The candidate accepts the offer.
7. HR starts the onboarding process (background check and I-9, if applicable). Upon completion of employment requirements, and processing the employment contract, HR will send the employee, hiring manager, and hiring manager assistant a **confirmation email** which contains the employee's TCNJ email address and employee ID number along with additional action items. The receipt of this email authorizes employment with The College.

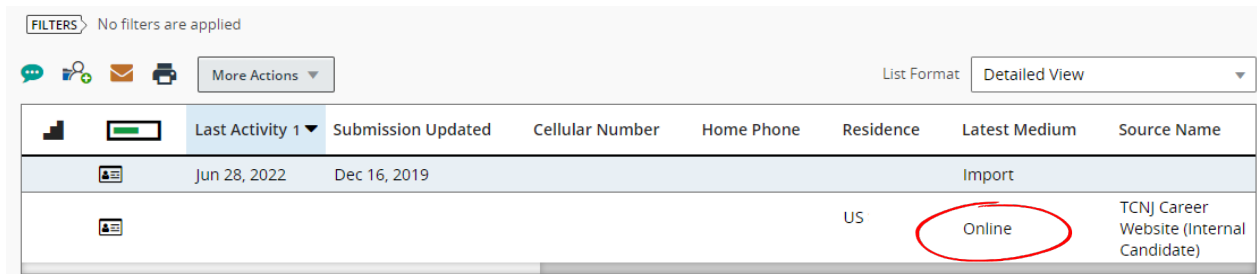
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How to Manually Add a Candidate to a Requisition

1. Search for the candidate by name.



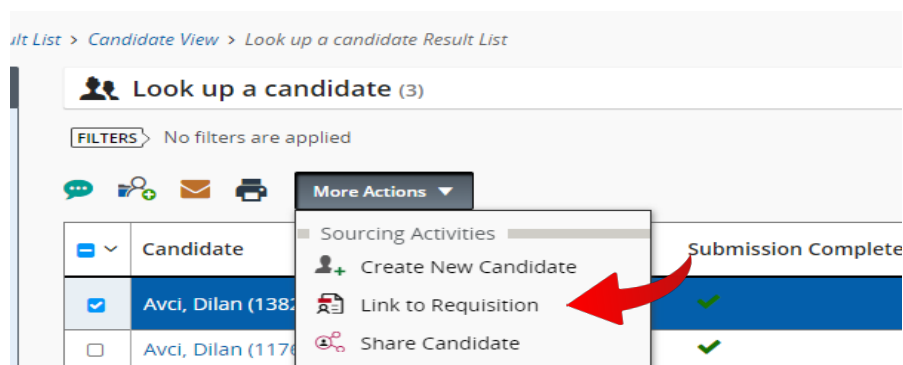
2. If the candidate has multiple profiles, use the scroll bar and under Latest Medium, select the **Online** candidate profile. **Do not use Import profiles.**



The screenshot shows a table of candidate profiles. The table has columns: Last Activity, Submission Updated, Cellular Number, Home Phone, Residence, Latest Medium, and Source Name. The "Latest Medium" column has a red circle around the "Online" entry. The "Source Name" column for the "Online" entry is "TCNJ Career Website (Internal Candidate)".

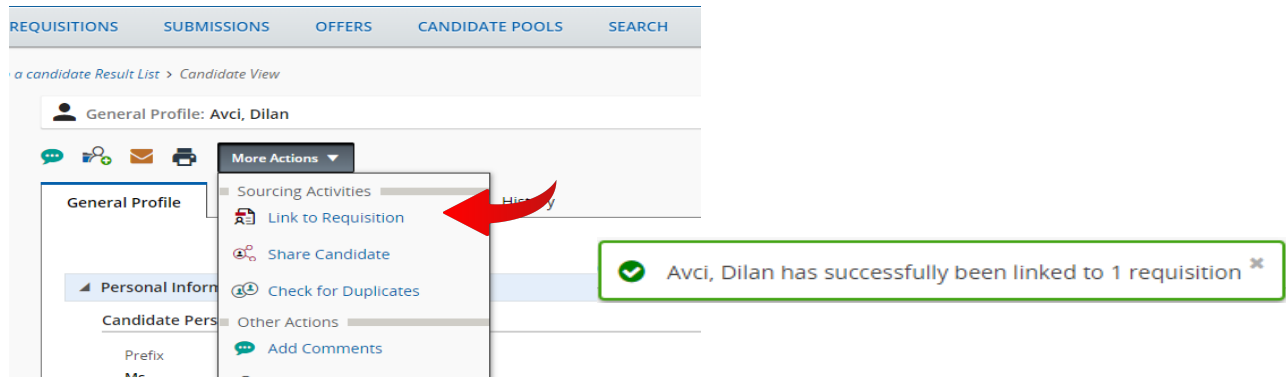
Last Activity	Submission Updated	Cellular Number	Home Phone	Residence	Latest Medium	Source Name
Jun 28, 2022	Dec 16, 2019				Import	
				US	Online	TCNJ Career Website (Internal Candidate)

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



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This can also be completed under the Candidate profile page.



REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

a candidate Result List > Candidate View

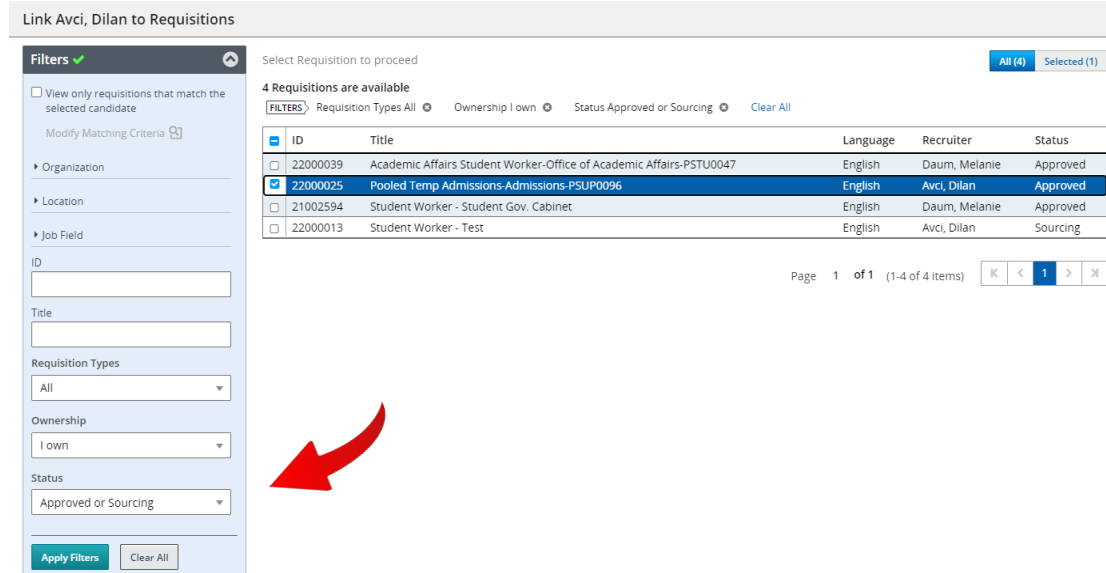
General Profile: Avci, Dilan

More Actions

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

Avci, Dilan has successfully been linked to 1 requisition

- 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

Select Requisition to proceed

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

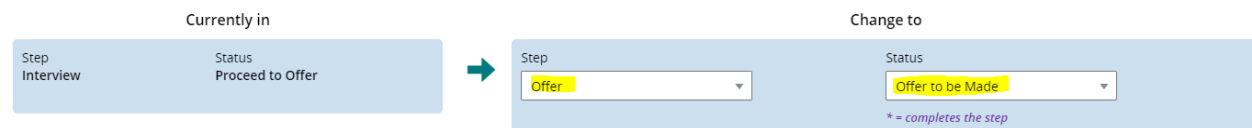
Page 1 of 1 (1-4 of 4 items)

Filters:

- View only requisitions that match the selected candidate
- Organization
- Location
- Job Field
- ID
- Title
- Requisition Types: All
- Ownership: I own
- Status: Approved or Sourcing

Apply Filters Clear All

- Once the candidate has been linked to the requisition, move them to the **Offer/ Offer to be Made** step status using the More Actions drop down.



Currently in

Step: Interview Status: Proceed to Offer

Change to

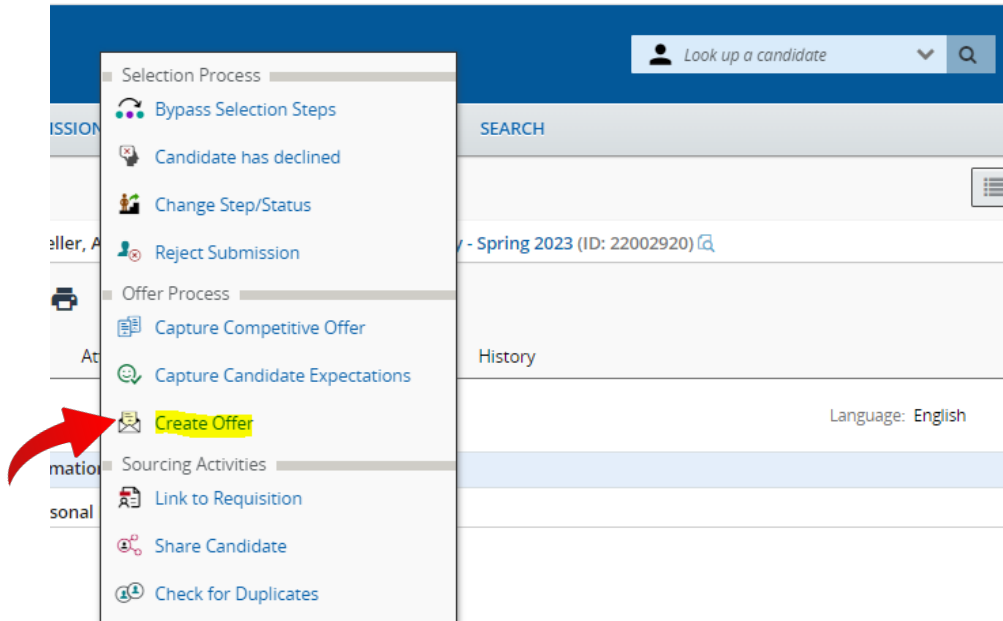
Step: Offer Status: Offer to be Made

* = completes the step

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Creating an Adjunct Offer Letter in Taleo

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



2. In the Top Section, the **Start and End Dates align with the contract dates listed on page 3.**
 - a. Ignore or delete the Expiration and Orientation date.

Offer details

Create New Offer

Offer (New)

Top Section

Status : Draft

Start Date : Aug 26, 2023, 9:00 AM Tentative

Employment End Date : Dec 16, 2023

Expiration Date :

Orientation Date : MMM d, yyyy

Created on : -

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

Currency*: US Dollar (USD)

Pay Basis*: Biweekly. **Do not use the calculator icon.**

Salary (Pay Basis)*: Total compensation of the assignment, or the Annualized Salary divided by the number of pay periods (Biweekly Adjunct is 8 pay periods).

Salary Basis (Pay Frequency)*: This can be completed by typing directly into the field and selecting it in the drop down.

Note: The Winter and Summer Sessions pay basis will vary.

Winter Session 1 pay basis: 3_biweekly_Pay_Period


Winter Session 2 pay basis: 2_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 Rehires

For New Hires: External New Hire


Position*: Pooled Adjunct, Department Name, Term

▲ Details

Hire Type * :

Notes :

Characters remaining : 765

Position * :  

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

▲ Offer Letter

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

Select Offer Letter Template

Hide Template List

Showing Templates (56)	Adjunct Contract Fall 2023 - 1 Row Language: English
Adjunct Contract Fall 2023 - 1 Row Code: Adjunct Contract Fall 2023 - 1 Row Language: English Intended for: All candidates	(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.
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	

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

7. Submit for **Approvals** and extend the offer via **E-Offer** once fully approved.
 - The Dean is the approver of Requisitions and Offer Letters

More Actions ▼

- Capture Candidate Expectations
- Renege Offer
- Rescind Offer
- Send Offer**

How do you want to send this offer?

- E-offer**
- Email
- Printed Letter

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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 via the HR Portal and completing the [Employment Contract Change Request form](#). HR cannot process changes without the full completion of the contract change request form. If you have any questions about this process please contact Fox Parks.

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 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 the changes.

Post Hire Processes

An adjunct faculty member will appear as **Hired** in Taleo once HR has fully processed the contract. The employee, hiring manager, and hiring manager assistant will receive a **confirmation email**. The receipt of this email authorizes employment with The College.

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 Fox Parks via the HR Portal.

Note: There may be a delay in the hiring process due to technical difficulties. When this occurs, Human Resources will work with IT to rectify any issues. If you have questions on the status of a hire, please open a ticket through the HR Portal.