



THE COLLEGE OF NEW JERSEY
OFFICE OF HUMAN RESOURCES



Adjunct Faculty Hiring Guide

WINTER & SPRING 2024-2025



Adjunct Faculty Hiring Guide: Winter & Spring 2025

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Welcome!

The Winter and Spring 2025 semesters are quickly approaching and planning is underway for adjunct faculty hiring. Please be advised that the HR point of contact for the adjunct hiring process is Fox Parks.

This guide contains rate information, the payroll schedule, and detailed hiring instructions for hiring managers and those who assist in the hiring process. There are instructions on [Creating a Requisition for Adjunct Faculty](#) and other hiring resources under the Careers tab, [Resources, Guides, and Processes](#).

If you still have questions, register for a [Hiring Manager Q&A](#) session or submit a ticket through the [HR Portal](#) under the recruiting/onboarding service catalog.

Semester Contract Dates

Adjunct 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.

Please contact HR if you have special sessions that do not align with the below contract dates.

Winter	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
Session 1 (5 weeks)	December 14, 2024	January 25, 2025	3 Biweekly Pay Period
Session 2 (3 Weeks)	December 28, 2024	January 25, 2025	2 Biweekly Pay Period

Spring	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
1 (16 weeks)	January 25, 2025	May 17, 2025	Biweekly Adjunct

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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 are compensated based on the number of semesters worked. These rates are determined by the AFT Adjunct Faculty Bargaining Unit Contract. Adjunct Faculty may not exceed 6 FWH or teach more than 2 courses per semester, except in cases involving a lab or non-lecture course in which they could not exceed more than 8 FWH. Union approval is necessary in cases that exceed the limit and must be attached to the requisition.

Semesters	Winter and Spring 2025
1 - 12	\$2,260
13+	\$2,345

Overload Rates for Staff & Faculty with an Adjunct 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.

Rank	Winter and Spring 2025
Professor, Associate Professor, Assistant Director In Library, & Librarian I	\$2,315
Assistant Professor, Instructor, Librarian II, Librarian III	\$2,260
Professional Staff	\$2,260

The [request for approval to Teach as an Adjunct](#) form is **required** for full-time Staff or Librarians who wish to teach outside of their regular workload during working hours. Faculty are permitted to teach as an Adjunct during the Winter and Summer sessions and are compensated via overload during the regular semesters. This form should be attached to the requisition before extending an offer letter. HR **must** have this approval before they can be hired.

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Adjunct Faculty Pay Schedule

Compensation paid to an adjunct faculty member will occur as per the pay period that corresponds to the contract start and end dates. Any changes made during the semester to adjunct employment must be submitted by the **'Due to HR'** date. Changes submitted after this date will go into effect the following pay period.

Winter Session 1 (5 weeks)

Pay Period	From	To	Due to HR	Pay Date
1	12/14/24	12/27/2024	12/16/2024	1/3/2025
2	12/28/2024	1/10/2025	1/6/2025	1/17/2025
3	1/11/2025	1/24/2025	1/20/2025	1/31/2025

Winter Session 2 (3 weeks)

Pay Period	From	To	Due to HR	Pay Date
2	12/28/2024	1/10/2025	1/6/2025	1/17/2025
3	1/11/2025	1/24/2025	1/20/2025	1/31/2025

Spring 2025 Semester

Pay Period	From	To	Due to HR	Pay Date
4	1/25/2025	2/7/2025	2/3/2025	2/14/2025
5	2/8/2025	2/21/2025	2/17/2025	2/28/2025
6	2/22/2025	3/7/2025	3/3/2025	3/14/2025
7	3/8/2025	3/21/2025	3/17/2025	3/28/2025
8	3/22/2025	4/4/2025	3/31/2025	4/11/2025
9	4/5/2025	4/18/2025	4/14/2025	4/25/2025
10	4/19/2025	5/2/2025	4/28/2025	5/9/2025
11	5/3/2025	5/16/2025	5/12/2025	5/23/2025

Note: Alternative semesters or special sessions must end on 8/23/2025 for the Fall 2025 semester.

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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 includes the Office of Human Resources (HR) and the Information Technology (IT) Division.

Step-by-step instructions are as follows:

1. The department **creates an adjunct faculty member requisition**. Do not duplicate a requisition, your changes will NOT save.
 - a. Before submitting the requisition for approval, default roles within Taleo must be corrected. The owners of requisitions are exclusively permitted to manage the requisition and offer letters.
 - i. The **Hiring Manager** listed on all adjunct requisitions should be the Dean or the 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 **Hiring Manager Assistant** and **Recruiter Assistant**. Recruiter assistants do not receive hiring notifications. The role of **Collaborator** can also be assigned but has read access only.
 - b. Adjunct requisition titles should mimic this format: Adjunct Faculty, Department, Term, and Year. For example, “Adjunct Faculty—Biology Spring 2025.”
 - i. **Remove** the position code from the title (PADJ###).
 - c. Costing instructions can be found in the guide for creating an adjunct requisition.
2. Requisition owners will receive an email notification when the requisition is fully approved.
3. **The department may begin linking rehires that have a Taleo profile and initiating the interview process with new hires**. HR will post the position or provide the direct hire link.
 - a. Unless specified in the requisition, it will be posted for 60 days.
 - b. Ensure that the Job Description section is filled out as this will be the job ad.
4. Once applicants are selected and rehires linked, the department **creates and submits the offer letters** for approval.
 - a. Use the step/status window under more actions to move candidates to the offer stage.
 - b. Ensure that the Profile Information section is up to date before creating the offer letter. See instructions on page 8.
5. Upon approval of the offer letter, the department extends an E-offer to the candidate.
 - a. HR can provide password resets and troubleshooting assistance.
 - b. The department may download an offer and extend it to the candidate for signature as acceptance. Please copy HR.

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- c. Follow up with candidates if they have not accepted their offer - re-extend their offer if needed. The expiration date of the offer may affect the ability to respond to the offer.
6. The candidate responds to the offer and HR initiates the onboarding process (background check and I-9, if applicable). New hires will receive an onboarding confirmation email.
 - a. **Note:** All new adjunct faculty members and those returning after a break of **three years or longer (rehires)**, must undergo a background check and complete a Form I-9. HR will check the eligibility of employment requirements.
7. Upon completion of employment requirements, and processing of the employment contract, HR will provide the employee their TCNJ email address and employee ID number along with additional instructions via a **confirmation email**.
 - a. An adjunct faculty member will appear as **Hired** in Taleo once HR has fully processed the contract. The receipt of the confirmation email authorizes employment with The College.

Post-Hire Processes

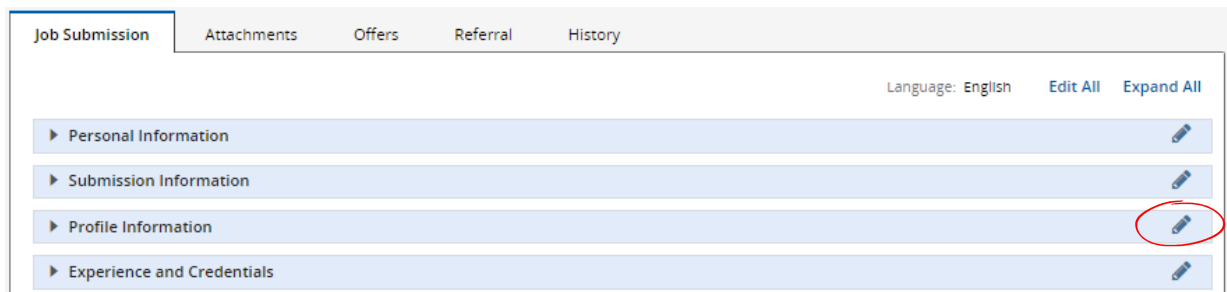
8. The department should assign the adjunct the appropriate courses in PAWS once they receive the confirmation email.
 - a. **Note:** If an adjunct faculty member is in **Hired** status and the department representative is unable to add them to their course(s) in PAWS, or the adjunct reports their inability to log into Cloud, **please open a ticket through the HR Portal**. If there are technical difficulties Human Resources will work with IT to rectify any issues.
9. HR will fill any open requisitions 2 weeks after the commencement of the following semester. Any posted job ad's will be subsequently unposted.
 - a. For example, Fall 2024 requisitions will be filled the last week of December/first week of January.
10. Contract changes due to increased enrollment, FWH or additional courses added along with resignations and cancellations are to be processed per the Employment Contract Change Request procedures on page 13.
11. Adjuncts will have campus access during their contract dates. TCNJ Platform access is available 90 days before the start and 120 days after the contract end date.

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How to update Adjunct Profile Information

Before creating an adjunct offer letter, you will need to update the **Profile Information** as this feeds the offer letter fields directly. To ensure accuracy the profile information needs to be updated each time an offer is created. If it is not updated, the information will default to the information listed from previous semesters.

1. Locate the profile information on the candidate's submission profile and update the necessary fields.

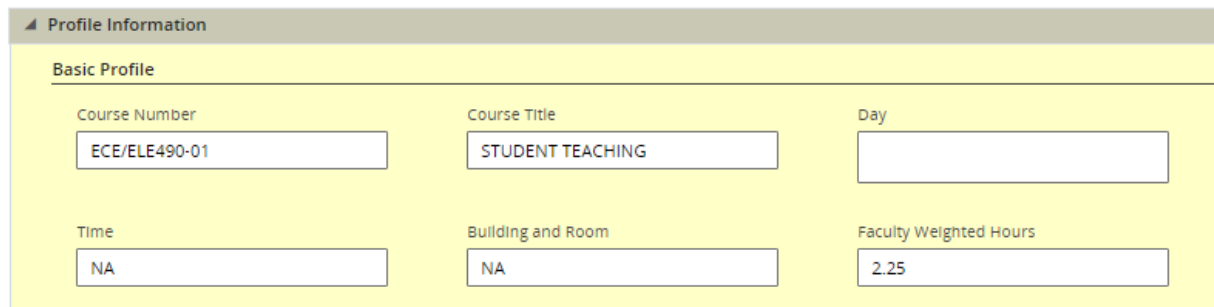


Job Submission | Attachments | Offers | Referral | History

Language: English | Edit All | Expand All

- ▶ Personal Information
- ▶ Submission Information
- ▶ Profile Information
- ▶ Experience and Credentials

2. Complete the fields for the courses as applicable. Individual course FWH can be included here.

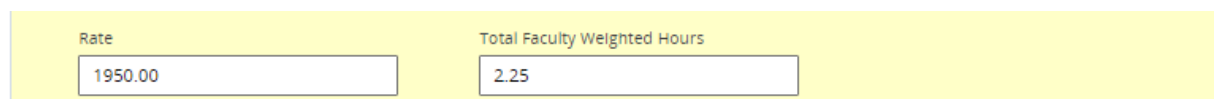


Profile Information

Basic Profile

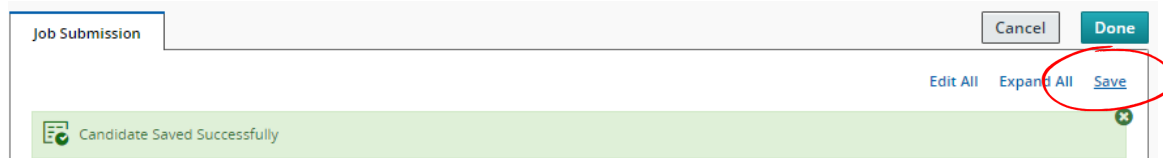
Course Number ECE/ELE490-01	Course Title STUDENT TEACHING	Day
Time NA	Building and Room NA	Faculty Weighted Hours 2.25

3. The **Rate** and **total FWH** can be added at the bottom of the profile information section.



Rate 1950.00	Total Faculty Weighted Hours 2.25
-----------------	--------------------------------------

4. Save and close this section before creating the offer letter.



Job Submission | Cancel | Done

Edit All | Expand All | Save

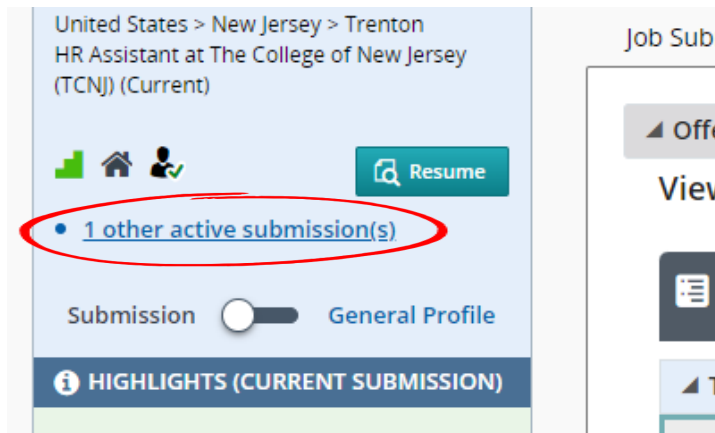
Candidate Saved Successfully

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Managing multiple adjunct offer letters for the same semester - Profile Information cont.

If an adjunct has offer letters for different schools, ensure the profile information is updated when a new offer letter is created. Below is a rough step-by-step instruction on how to manage the process of 2 offer letters.

1. Link the candidate to the approved requisition as normal.
2. Check the status of additional offers by clicking on the submissions link on the profile page. You may create a new offer once the previous offer has been submitted for approval.



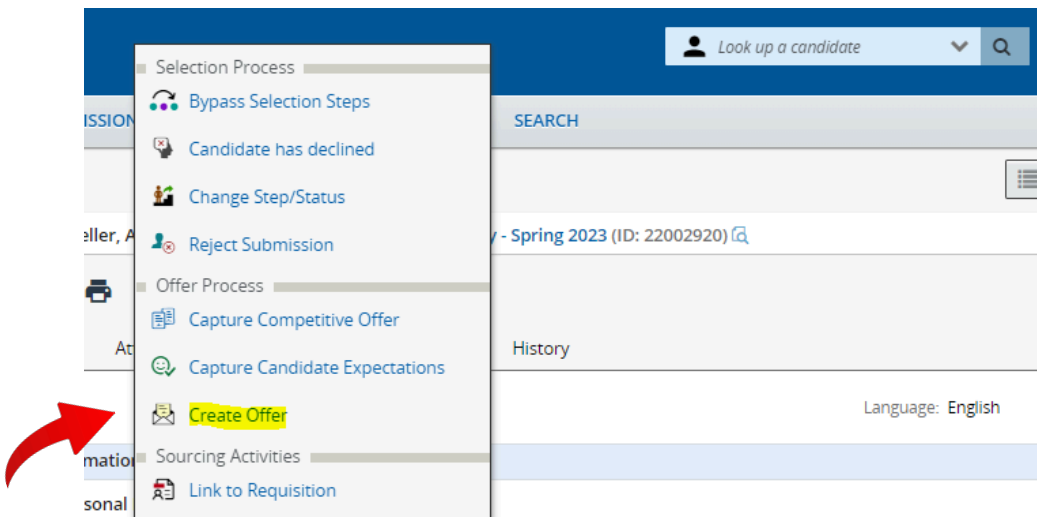
3. Move them to the offer to be made status and update the profile information. Delete any course information that does not apply to your department.
4. Create the offer letter using the More Actions drop-down and fill in the necessary fields.
5. Select the blue link to create the new offer and choose a template. **Do not pull in the previous offer letter.**
 - a. Fill in the missing information that comes up on the left of the screen. If the information defaults to the previous course info you may need to back out of the offer and update the profile information. If the profile information is up to date and it still defaults to the information in the offer before, manually update the fields by selecting to edit the letter in the top right-hand corner. Preview the offer again once the edits are made to ensure they are saved.
6. Save and close the offer letter section once the new offer is accurate.
7. Submit the offer for approval and make a note in the comment section that this adjunct has an additional offer from a different school.

Please note: If an adjunct instructs for multiple departments, union approval may be necessary.

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Creating an Adjunct Offer Letter in Taleo

1. Once you have linked a candidate or they have applied, locate the candidate profile and the requisition you wish to create the offer for. Under **More Actions** select **Create Offer**. **Ensure the requisition is approved and the candidate is in the offer stage.**



2. In the **Top Section**, add the Start and End Dates that align with the contract dates listed on page 3. Delete the Expiration and Orientation date fields as they can cause issues with accepting offers.

Create New Offer

Offer (New)
📄

▲ Top Section

Status : Draft

Start Date : 📅 Tentative

Employment End Date : 📅

Expiration Date : 📅

Orientation Date : 📅

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.**

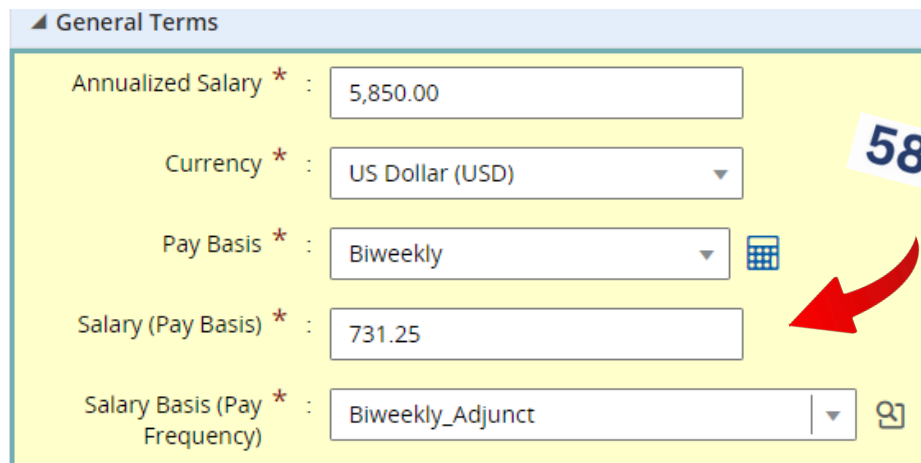
Salary (Pay Basis)*: The total compensation of the assignment, or the Annualized Salary divided by the number of pay periods/frequency of the pay. This will be the biweekly pay amount.

Salary Basis (Pay Frequency)*: Type the frequency code (see below) directly into the field and select it in the drop-down. The Fall/Spring semester is 8. Winter and Summer Session pay frequency will vary.

Winter Session 1 pay frequency code: **3_biweekly_Pay_Period**

Winter Session 2 pay frequency code: **2_Biweekly_Pay_Period**

Spring/Fall Sessions pay frequency code: **Biweekly_Adjunct (8 pay periods)**



General Terms

Annualized Salary * : 5,850.00

Currency * : US Dollar (USD)

Pay Basis * : Biweekly

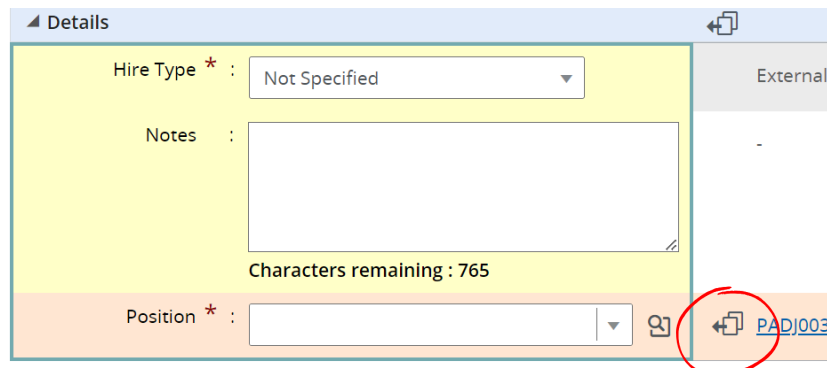
Salary (Pay Basis) * : 731.25

Salary Basis (Pay Frequency) * : Biweekly_Adjunct

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

New Hires: External New Hire

Position*: Pull in the template code to the right using the copy function.



Details

Hire Type * : Not Specified

Notes : Characters remaining : 765

Position * : PADJ003

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5. Select the **Create letter from template** link and choose from the list provided. Rows correspond to the courses/labs listed in the profile information.

▲ 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
<p>Adjunct Contract Fall 2023 - 1 Row Code: Adjunct Contract Fall 2023 - 1 Row Language: English Intended for: All candidates</p>	<p>(Other.CurrentDate)</p> <p>Dear {Candidate.FullName},</p> <p>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.</p> <p>This is a part-time, non-tenure track appointment for the courses listed below:</p> <p>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}</p> <p>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.</p>	
<p>Adjunct Contract Fall 2023 - 2 Rows Code: Adjunct Contract Fall 2023 - 2 Rows Language: English Intended for: All candidates</p>		
<p>Adjunct Contract Fall 2023 - 3 Rows Code: Adjunct Contract Fall 2023 - 3 Rows Language: English Intended for: All candidates</p>		
<p>Adjunct Contract Fall 2023 - 4 Rows Code: Adjunct Contract Fall 2023 - 4 Rows Language: English Intended for: All candidates</p>		
<p>Adjunct Contract - Spring 2023 - 1 Row</p>		

6. Scroll up and select **Save and Close** after completing all required fields. The offer should populate with the information provided in the above areas.

7. Submit it for **Approval** and extend the offer via **E-Offer** once fully approved.
 - The Dean and HR should be listed as an approver on **all** 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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Procedures for Canceling or Revising an Adjunct Contract

Employees who are no longer scheduled to teach should have their contract canceled immediately by contacting The Office of Human Resources and completing the [Employment Contract Change Request form](#). HR **cannot** process changes without the full completion of the contract change request form. If you need to update information on a submitted form please reach out to have it corrected on the original form - do not submit a new form. If you have any questions about this process please contact Fox Parks.

Below are the steps to revise a contract:

1. The department will facilitate this process and coordinate with HR by completing the [Employment Contract Change Request form](#).
2. HR will rescind the contract and notify the department when it is ready for revision via a Taleo email notification.
3. The department will create a new contract in Taleo and mark it as “**Revised**” at the top in red by typing directly into the contract before submitting it for approval.
 - a. The profile information will need to be updated first.
 - b. Do not pull in the old offer letter as this will not have the updated information.
4. Upon approval, the department will extend the revised offer to the adjunct.
 - a. Ensure that the employee is aware that a revised contract will be extended.
5. The adjunct will accept the revised contract.
 - a. If they have issues accessing the offer, please contact HR.
6. HR will process the changes per the Payroll schedule and send a confirmation of the update via a Taleo email notification.

Note: Any contract changes submitted for the reason of **reassignment** or **cancellation** 2 weeks before or after the first class taught may be entitled to compensation per the AFT agreement.

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F.A.Q

Who is required to submit the Approval to Teach as an Adjunct form?

Any current full-time employee who wishes to teach with an adjunct contract must complete the form and have the department attach it to the requisition before committing to teach. See page 4 for instructions.

Who should be the Hiring manager for adjunct requisitions?

The Dean of the school (or designee) will need to be the hiring manager as they are then assigned as the direct line manager in Oracle when hired from Taleo. If the Dean is not the HM, HR will need to manually correct it.

What could be a possible explanation for an adjunct having issues accepting their offer?

1. The offer letter has expired and will need to have the expiration date updated.
2. A Password reset is needed. Contact HR if an adjunct is having issues.
3. The adjunct is accessing Taleo through TCNJ Today, not the offer letter notification link. Going through the TCNJ website will create authentication errors.
4. The offer letter is attached to the wrong profile submission in Taleo. See page 7 for more information.

When is the I-9 and Background check initiated in the hiring process for New Hires?

HR will send the I-9 and Background check upon the receipt of an accepted offer letter.

Can I make changes to my requisition after it is submitted?

The department cannot alter a requisition after it is submitted for approval or has been approved. Reach out to your HR representative to make any corrections.

What if an offer letter is rejected by an adjunct when they meant to accept it?

The offer will need to be recreated and resubmitted for approval.

Where would I update the offer letter data before creating the offer letter?

Locate the profile information under the submission to add the course information and their adjunct rate.

How would I complete an adjunct requisition for New and Rehired employees? (Blanket Requisition Instruction)

Treat the blanket requisition as if you were using it for a new hire - it will be posted. Any rehires can be linked to the requisition as normal.

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When is the contract change request form needed?

A contract change request submission is needed when the adjunct has been 'hired' in Taleo. If they have not been hired, create a new offer letter and submit it for approval. You **must** indicate this as a revised contract by inserting 'revised' in red at the top of the offer letter.

What method is best when extending an offer letter to a candidate?

E-offer is the only method that should be used. E-Offer allows the candidate to accept the offer via the link - all other forms do not have this capability.

What status does a candidate need to be in to create an offer letter?

Once the candidate is linked to a requisition, and the profile information has been updated, check to make sure they are in the 'offer to be made' status before trying to create an offer letter.

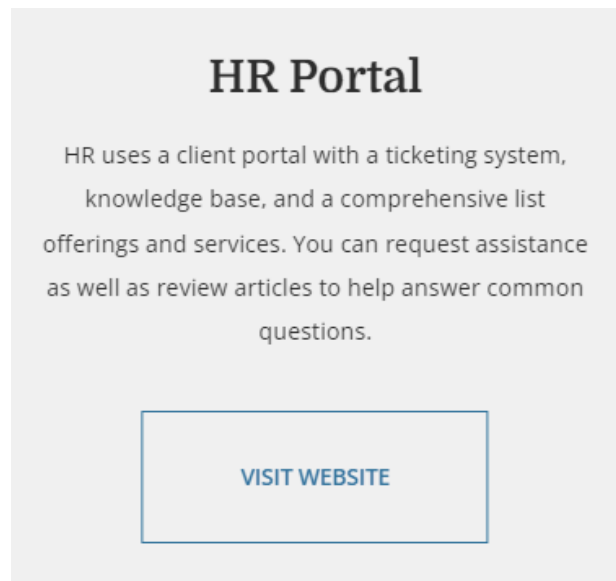
When can an adjunct exceed the 6 FWH limit? What is needed if they exceed the limit?

Per the AFT agreement, a true adjunct can only teach 2 courses per semester or 6 FWH in a given semester unless those instances involve labs or other non-lecture courses in which case the caseload will not exceed 8 FWH. Union approval is required and will need to be attached to the requisition if an adjunct exceeds these requirements.

For more helpful tips on hiring adjuncts view this [Taleo Training and Adjunct Hiring Presentation](#). Continue reading to the next page for a comprehensive list of Hiring Manager resources.



For further inquiries regarding the hiring process for Adjunct Faculty members, contact Fox Parks via the [HR portal](#).

A screenshot of the HR Portal website. It features the title "HR Portal" at the top, followed by a paragraph: "HR uses a client portal with a ticketing system, knowledge base, and a comprehensive list offerings and services. You can request assistance as well as review articles to help answer common questions." Below the text is a blue button with the text "VISIT WEBSITE".

HR Portal

HR uses a client portal with a ticketing system, knowledge base, and a comprehensive list offerings and services. You can request assistance as well as review articles to help answer common questions.

[VISIT WEBSITE](#)

Thank you for reading.