



Adjunct Faculty Hiring Guide

Winter, Spring, Summer, and Fall 2026

Office of Human Resources



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Welcome!

This guide contains contract dates, adjunct rate information, the payroll schedule aligned with contract dates, and detailed hiring instructions for hiring managers and those who assist in the Adjunct Faculty hiring process. Instructions on Adjunct Faculty Hiring in Taleo and other hiring resources can be located under the Careers tab, [Resources, Guides, and Processes](#).

Guides featured:

- [How to create an Adjunct Requisition](#)
- [How to create an Adjunct Offer Letter](#)
- Managing multiple Adjunct offers (page 12)

Other resources:

- [Approval to teach with an adjunct contract \(Staff and Librarians\)](#)
- [Adjunct Employment Checklist](#)
- [Adjunct Hiring Roadmap](#)
- [Contract Change Request Form](#)
- COMING SOON: An Adjunct Overload Form for the tracking of adjunct overload approvals.

Fox Parks is your main point of contact for the Adjunct hiring process. If you need additional training or have specific questions, feel free to contact her via email or the HR Portal. Interested in an overall Taleo refresher? Consider registering for a [Hiring Manager Q&A](#) session!

Updated Job Description Format - NEW!

As part of our ongoing commitment to equity, compliance, and clarity in recruitment, all job descriptions must now follow the updated format aligned with current federal guidelines. This revised structure ensures consistency across postings and supports inclusive, legally sound hiring practices. Hiring managers should not alter the job description template in Taleo, as it is structured to meet federal compliance standards. Each section must be filled in with accurate, role-specific information using clear, inclusive language.

For help interpreting the template or completing a description, please reach out to HR for guidance.

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 may not exceed more than 8 FWH. Union approval is necessary in cases that exceed the limit and must be attached to the requisition.

Adjunct semesters worked*	Winter, Spring, Summer 2026	Fall 2026
1 - 12	\$2400	\$2545
13+	\$2490	\$2630

*Please contact HR if you are unsure of the number of semesters an adjunct has worked.

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. 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, Spring, Summer 2026	Fall 2026
Professor, Associate Professor, Assistant Director in the Library, & Librarian I	\$2460	\$2600
Assistant Professor, Instructor, Librarian II, Librarian III	\$2400	\$2545
Professional Staff	\$2400	\$2545

The [request for approval to teach as an Adjunct](#) form is **required** for full-time Staff or Librarians who wish to teach during working hours (8:30am - 4:30pm). Faculty are only permitted to teach as Adjuncts 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 an offer can be processed.

Adjunct Faculty Contract Dates Per Semester

Adjunct contract start and end dates align with the payroll schedule. **Offer letters should always reflect the contract start and end dates listed below.** All start AND end dates are taken from the 'from' column of the Payroll Schedule to ensure that payment is made to the employee. All Taleo Offer Letter templates correspond to the contract dates, and the rows account for course information (Example: Adjunct Contract - Winter 2026 - 3 Week - 2 Rows).

For example, PP1 runs from 12/13 until 12/26, but the contract end date would be 12/27, which is the start date of the next pay period.

Winter 2026	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
Session 1 (5 weeks)	12/13/2025	01/24/2026	3_Biweekly_Pay_Period
Session 2 (3 Weeks)	12/27/2025	01/24/2026	2_Biweekly_Pay_Period

Spring 2026	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
1 (16 weeks)	01/24/2026	05/16/2026	Biweekly_Adjunct

Summer 2026	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
Session 1 (3 weeks)	05/16/2026	06/13/2026	Summer_2_Biweekly_Pay_Period
Session 2 (5 Weeks)	06/13/2026	07/25/2026	Summer_3_Biweekly_Pay_Period
Session 3 (5 Weeks)	07/11/2026	08/22/2026	Summer_3_Biweekly_Pay_Period

Fall 2026	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
1 (16 weeks)	8/22/2026	12/12/2026	Biweekly_Adjunct

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

HR may review and correct start and end dates to ensure payment is dispersed properly. Adjunct contracts templates will have built-in contract dates to help you identify the semester and pay schedule. If a start or end date falls outside of the dates listed above, please contact HR for assistance.

Adjunct Faculty Pay Schedule

Adjunct faculty compensation occurs **during** the pay period corresponding to the contract start and end dates. Changes made during the semester to adjunct contracts must be submitted by the '**Due to HR**' date. Changes submitted after will go into effect the following pay period. View the procedures for *Canceling or Revising an Adjunct Contract* on page 14.

Winter 2026 - Session 1 (5 weeks)

Pay Period	From	To	Due to HR	Pay Date
1	12/13/2025	12/26/2025	12/22/2025	01/02/2026
2	12/27/2025	01/09/2026	01/05/2026	01/16/2026
3	01/10/2026	01/23/2026	01/19/2026	01/30/2026

Winter 2026 - Session 2 (3 weeks)

Pay Period	From	To	Due to HR	Pay Date
2	12/27/2025	01/09/2026	01/05/2026	01/16/2026
3	01/10/2026	01/23/2026	01/19/2026	01/30/2026

Spring 2026 Semester

Pay Period	From	To	Due to HR	Pay Date
4	01/24/2026	02/06/2026	02/02/2026	02/13/2026
5	02/07/2026	02/20/2026	02/16/2026	02/27/2026
6	02/21/2026	03/06/2026	03/02/2026	03/13/2026
7	03/07/2026	03/20/2026	03/16/2026	03/27/2026
8	03/21/2026	04/03/2026	03/30/2026	04/10/2026
9	04/04/2026	04/17/2026	04/13/2026	04/24/2026
10	04/18/2026	05/01/2026	04/27/2026	05/08/2026
11	05/02/2026	05/15/2026	05/11/2026	05/22/2026

*Special Sessions may begin or end at different times; please contact HR for assistance on pay inquiries.

Summer 2026 - Session 1 (3 weeks)

Pay Period	From	To	Due to HR	Pay Date
12	05/16/2026	05/29/2026	05/25/2026	06/05/2026
13	05/30/2026	06/12/2026	06/08/2026	06/18/2026

Summer 2026 - Session 2 (5 weeks)

Pay Period	From	To	Due to HR	Pay Date
14	06/13/2026	06/26/2026	06/22/2026	07/02/2026
15	06/27/2026	07/10/2026	07/06/2026	07/17/2026
16	07/11/2026	07/24/2026	07/20/2026	07/31/2026

Summer 2026 - Session 3 (5 weeks)

Pay Period	From	To	Due to HR	Pay Date
16	07/11/2026	07/24/2026	07/20/2026	07/31/2026
17	07/25/2026	08/07/2026	08/03/2026	08/14/2026
18	08/08/2026	08/21/2026	08/17/2026	08/28/2026

Fall 2026 Semester

Pay Period	From	To	Due to HR	Pay Date
19	08/22/2026	09/04/2026	08/31/2026	09/11/2026
20	09/05/2026	09/18/2026	09/14/2026	09/25/2026
21	09/19/2026	10/02/2026	09/28/2026	10/09/2026
22	10/03/2026	10/16/2026	10/12/2026	10/23/2026
23	10/17/2026	10/30/2026	10/26/2026	11/06/2026
24	10/31/2026	11/13/2026	11/09/2026	11/20/2026
25	11/14/2026	11/27/2026	11/23/2026	12/04/2026
26	11/28/2026	12/11/2026	12/07/2026	12/18/2026

RESOURCE: Feel free to share [this](#) printable version of the adjunct pay schedule.

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 below.

Pre-hire Procedures

Adjunct Faculty Requisitions

1. **The department creates a semesterly** adjunct requisition in Taleo following the contract dates and rates listed in this guide.
 - a. **Remove** the position code from the title (PADJ###) before finalizing the requisition.
 - i. **Adjunct requisition titles** should mimic this format: Department, Adjunct, Term, and Year. For example, “Biology Adjunct Spring 2026.”
 - b. Default roles within Taleo must be corrected before saving or submitting for approval. 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*.
 - ii. Requisition owners will receive an email notification when the requisition is fully approved.
 - c. Direct Hire information must be completed so that HR is aware of posting needs. Contact HR directly if you would like the direct hire link or for the requisition to be posted. Requisitions can be posted once they are fully approved.
 - d. Budget and costing instructions can be found in the guide for creating an adjunct requisition. You must specify if the costing is different from the template listed by selecting YES to the question provided. Fill in the NEW costing information in the blank boxes provided.
 - i. A report is sent to the Payroll department when someone is hired from the requisition with costing different than the default template.

Job Advertisements and Interviews

2. **Once the requisition has been approved, the department may begin linking rehires who have a Taleo profile and initiating the interview process for new applicants.**



- a. HR will post the position or provide the direct hire link upon request. Unless specified, it will be posted for 60 days.
 - i. Ensure that the Job Description section is filled out, as this will be the job ad. Please do not alter the job description format; you should only fill in the necessary course and adjunct information.

Candidate Management

3. Once applicants have been selected and rehires have been linked, the department **creates and submits the offer letters** for approval.
 - a. Ensure that the Profile Information section is up to date before creating the offer letter. See instructions on page 8.
 - b. Use the step/status window under More Actions to move candidates to the offer stage.
4. 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.
 - 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.

Onboarding and HR processing

5. When the candidate responds to the offer, HR will initiate the onboarding process (background check and I-9, if applicable). New hires will receive an onboarding notification 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 the employment requirements.
6. Upon completion of employment requirements and processing of the employment contract, HR will provide the employee with 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.
 - b. Adjunct processing may experience delays during peak hiring periods. Please wait 1-3 days after an offer has been extended before reaching out to HR to confirm an adjunct's status.



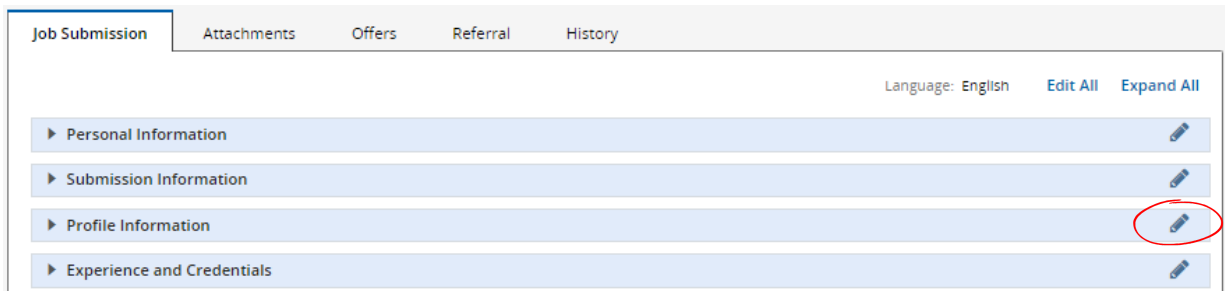
Post-Hire Procedures

7. The department should assign the adjunct the appropriate courses in PAWS once they receive the confirmation email.
 - a. 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.**
8. For posted positions, rejection notifications should be sent when all candidates have been hired. Typically, rejection notifications should be sent before the corresponding semester's start date.
 - a. A rejection template is available in Taleo, and can be sent to the candidates not selected in bulk.
 - i. Locate the candidate page, filter by status, and select the envelope. Scroll down to the bottom of the message template center and find the rejection template.
 - ii. Contact HR if you need assistance or would like our office to send the notice.
9. HR will try to fill any open requisitions 2 weeks after the commencement of the following semester.
 - a. Any posted job ads will subsequently be unposted.
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.
 - a. Contract changes for the reason of cancellation or re-assignment may be subject to review to ensure TCNJ complies with AFT guidelines.
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.
 - a. Contact HR if an Adjunct experiences access delays or authentication errors after their start date or after they receive the confirmation email from HR.

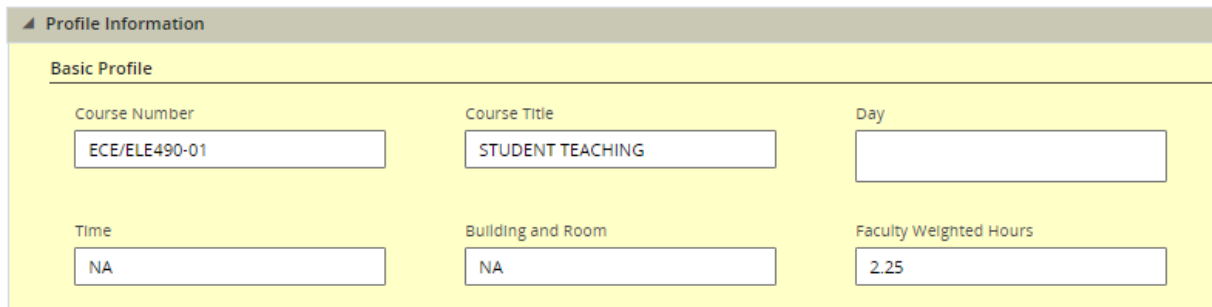
How to update Adjunct Profile Information

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

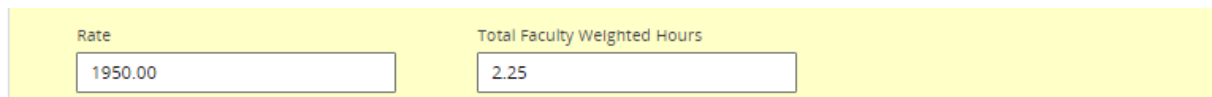
1. Locate the profile information on the candidate's submission profile and update the necessary fields.



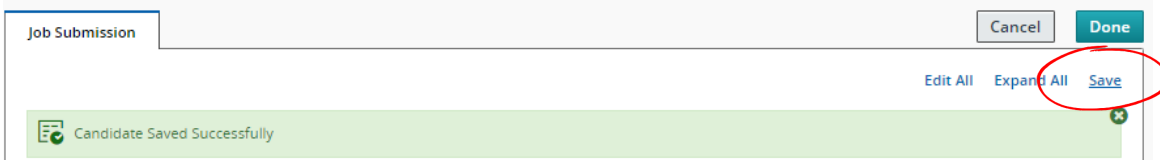
2. Complete the fields for the courses as applicable. Individual course FWH can be included here.



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



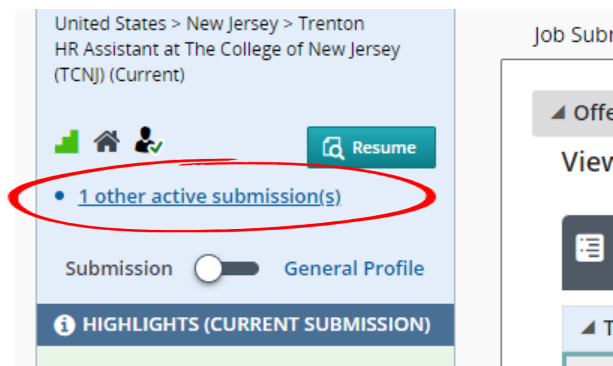
4. Save and close this section before creating the offer letter.



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

If an adjunct has offer letters for different schools, ensure the profile information is updated when a new offer letter is created. Below are rough step-by-step instructions 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.

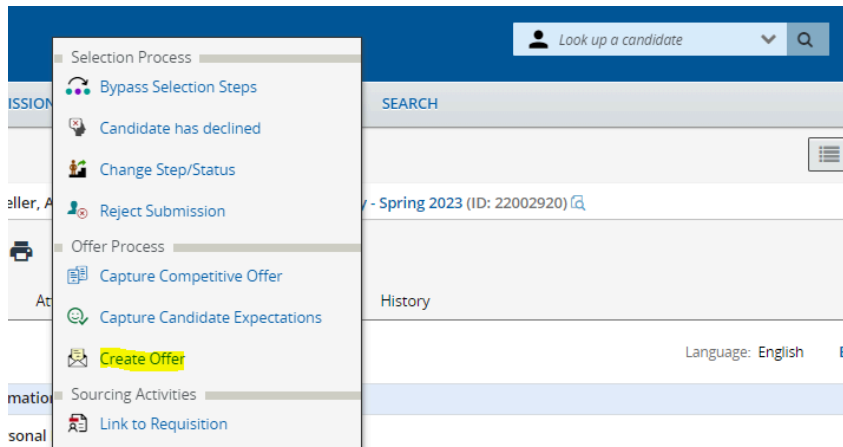


3. Move them to the offer to be made status and update the profile information. Delete any course information that does not apply to your department.
4. Create the offer letter using the More Actions drop-down and fill in the necessary fields.
5. Select the blue link to create the new offer and choose 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.

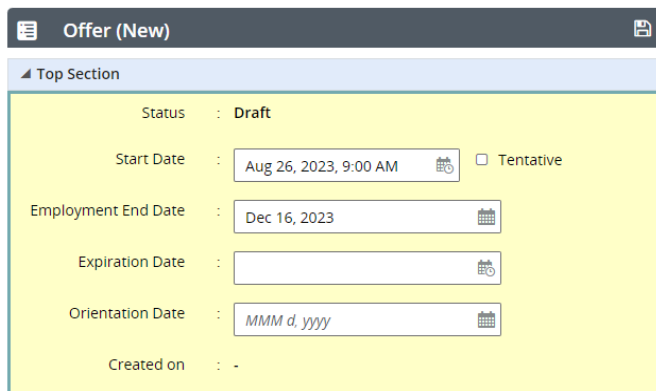
Creating an Adjunct Offer Letter in Taleo

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/offer to be made step status.**



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



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. Reference page 5 for the corresponding frequency code. The Fall/Spring semester is 8 biweekly payments, but we use **Biweekly Adjunct** to help our payroll department identify and track adjuncts in their data. Summer and Winter sessions may vary.

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

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

4. 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



5. Scroll up and select **Save and Close** after completing all required fields. The offer should be populated with the information provided in the fields before.

Cancel Save and close

Select Offer Letter Template

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.

Cancel Select Template

6. Submit it for **Approval to the Dean or the Dean's delegate.**
 - a. The Dean/delegate and HR should be listed as approvers on **all** offer letters
 - b. No other approval is necessary but additional contacts may be added if desired. Please do not add Fox/HR to the approvals. HR will do the compliance and employment checks when processing the offer letter.
7. Once fully approved, extend the offer via **E-Offer** once fully approved.

More Actions

Capture Candidate Expectations

Reneg Offer

Rescind Offer

Send Offer

How do you want to send this offer?

☒ E-offer

☐ Email

☐ Printed Letter



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 at parksf1@tcnj.edu.

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](#). Kindly notify the adjunct of any contract changes, as this will help alleviate confusion when a new offer is extended.
2. HR will rescind the contract and notify the department when it is ready for revision via a Taleo email notification. If you are unable to create a new offer letter using the More Actions drop-down, please contact HR. The requisition may be filled, or the contract has not been rescinded for alteration.
3. The department will begin the process to create a new contract by first updating the profile information. Then, use the drop-down to 'create offer' and mark it as "**Revised**" at the top in red by typing directly into the contract before submitting it for approval. To edit the template, hit edit on the top right-hand corner, next to the preview tab.
 - a. The profile information must 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 via E-Offer.
 - a. Ensure that the employee is aware that a revised contract has been 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. The offer must be accepted before the "**Due to HR**" date on the payroll schedule.

Note: Any contract changes submitted with the reason for **reassignment** or **cancellation** 2 weeks before or after the first class taught may be entitled to compensation per the AFT agreement. Please contact our office for more information about reassignments and cancellations. HR may reach out to request additional information.

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

HR will send the I-9 and Background check upon 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 can I update the offer letter data before creating the offer letter?

Locate the profile information under the submission to add the course information and 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.

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](#).

Inquiries regarding the hiring process for Adjunct Faculty members should be made to HR via the [HR portal](#). **You can access the portal via TCNJ Today - All Apps.**

Thank you for reading.

