Updated 5/2022



<https://provost.charlotte.edu/academic-budget-personnel/academic-budget-and-personnel>

New Part-Time Faculty Employment Forms Checklist

Employee Name Title College Department

Department Contact Department Contact Name Telephone

**All new Adjunct / Part-Time faculty hires, or those who have had more than a 12-month break in service, must apply in NinerTalent.**

Documents and Forms to be sent to Academic Affairs

Accepted Offer of Appointment (AA-15 Faculty), signed by the Department Chair, the

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Candidate and the Dean

Official Transcript or foreign credential evaluation (WES, etc), if foreign earned degree, with highest degree earned, must be mailed directly to the University

Verification of Credentials Form (AA-34) with letters of recommendation or other documentation as appropriate

Submit a NinerWorks Action

Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline

Summary of Part-Time Appointment (AA-16)

**New Part-Time Faculty Reminders**

* Criminal background checks *must* be done pre-employment; email [faculty-recruit@charlotte.edu](mailto:faculty-recruit@charlotte.edu) to initiate the background screening process
* Part-time faculty members are paid twice a month, on the 15th and the last working day of each month and receive either eight or ten checks depending on the semester.
* On or before the new Faculty members first day of work they must visit Human Resources to complete the I-9 process and to fill out new employee paperwork. The new faculty member should bring signed Offer of Appointment (AA-15) with them to HR.
* Federal regulations require the I-9 to be completed on or before the first day of work.
* New Faculty members must bring the following items to Human Resources:
  + Documents of verification & employment eligibility for I-9
  + Bank information for Direct Deposit.
  + The University strongly recommends each employee present his/her original Social Security Card or official proof of application