

**9201 University City Blvd.**

**Charlotte, NC 28223**

**704.687.5717**

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

**Summer Adjunct / Part-Time Faculty**

**Employment Process**

* Adjunct / Part-time faculty paid through the Summer School office and their budget does not require a Summary (AA-16) or contracts (AA-15) to be submitted to AA. Instead, the Summer School office will send a hire letter to faculty being paid by the Summer School office. They will also submit the NinerWorks Action for payment. Academic Affairs may need additional hiring paperwork (see checklists, below).
* If the Adjunct / Part-Time faculty hire will be paid using Departmental or College funding a NinerWorks Action Created by the Department, contract (AA-15) and summary (AA-16) must be submitted in electronic format as an Excel File.
	+ Hiring documents are to be sent to Academic Affairs.
	+ On or before the new Adjunct / Part-time faculty members’ first day of work they must visit Human Resources to complete the I-9 process (per a federal requirement) and fill out new employee paperwork.

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| **New Summer Adjunct / Part-Time Faculty Hire** |
|[ ]  **EPA Profile**; All new summer Adjunct / Part-time faculty hires must apply for a new summer job posting in NinerTalent.  |
|[ ]  Criminal Background Check - Must be completed pre-employment and Email faculty-recruit@charlotte.edu to initiate background screening. |
|[ ]  **Vita**.  |
|[ ]  **Official** **Transcript** for the highest degree earned must be mailed directly to the University, not to the faculty applicant. If the applicant holds a foreign / international highest earned degree, the transcript must have a credential evaluation (WES, Trustforte, IEE, etc…) completed.  |
|[ ]  **Verification of Credentials Form** (AA-34); with letters of recommendation or other documentation, as appropriate. |
|[ ]  **Faculty Qualifications Report** (AA-21), if candidate does not hold the appropriate terminal degree for the discipline. |

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| **Returning Summer Part-Time Faculty Hires *(with more than a year break in service)*** |
|[ ]  **EPA Profile**; Any summer Adjunct / Part-time faculty hires who have more than a year break in service must apply for a new summer job posting in NinerTalent. |
|[ ]  Must complete a **Criminal Background Check** - *Must be completed pre-employment. Email*faculty-recruit@charlotte.edu*to initiate background screening.* |
|[ ]  **Faculty Qualifications Report** (AA-21), if candidate does not hold the appropriate terminal degree for the discipline. |

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| **Returning Summer Part-Time Faculty Hires *(with less than a year break in service)*** |
|[ ]  **Faculty Qualifications Report** (AA-21), if candidate does not hold the appropriate terminal degree for the discipline. |