

Procedures for Hiring Adjunct/Part-Time Faculty



CHARLOTTE

ACADEMIC AFFAIRS


October 2023

Franci Hamilton – Academic Affairs

Academic Budget and Personnel Website

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

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ACADEMIC BUDGET AND PERSONNEL

ACADEMIC BUDGET & PERSONNEL

Academic Budget and Personnel

Academic Personnel Procedures Handbook

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Contact Information

The Office of Academic Affairs Budget and Personnel (AABP) operates within the Office of Academic Affairs and supports the Provost. AABP develops a comprehensive budget and personnel model to help align resources with strategic objectives of the division and University. The office works in close coordination with campus partners to guide, refine, and interpret major policies and process areas that have significant impact on the division to promote student success, efficiency, accountability, and appropriate cost and procedural controls.

AABP is also responsible for developing the divisional budget and related annual budget call process, providing integrated resource planning and analysis, and ensuring data capabilities that supports leadership decision-making and reporting requirements.

AABP manages the personnel processes for faculty including recruitment, hiring and retention; leave and re-assignment of duties requests; salary administration and special pays, and the faculty re-appointment, promotion, and tenure process. The office ensures that faculty personnel files are maintained to the compliance standards set forth by the Southern Association of Colleges and Schools (SACS), our institution's accreditation body.

AABP trains and develops divisional leaders, business officers, and their teams regarding resource management that supports institutional imperatives, budget and personnel best practices, and related business administration timelines, workflow, and approval steps.

Forms

Checklists

Faculty Recruiting Forms Checklist and Reminders

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 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 EPAF
- ☐ Faculty Qualifications Report (AA-21), if candidate does not hold the appropriate terminal degree for the discipline
- ☐ Summary of Part-Time Appointment (AA-16) submitted in electronic format as an Excel File

New Part-Time Faculty Reminders

- Criminal background checks *must* be done pre-employment; email 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

Fall & Spring Hiring Process Checklist



9201 University City Blvd.
Charlotte, NC 28223
704.687.5717

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

Employment Process for Adjunct / Part-Time Faculty Checklist

Preparation for the Recruitment		
Review the UNC Charlotte Academic Personnel Procedures Handbook. https://provost.uncc.edu/epa/academic-personnel-procedures-handbook	Hiring Authority (Dean, Chair, Director, etc)	
<i>Part-time faculty appointments comprise a category of the Special Faculty Appointments that are made in accordance with Section 3.4 of the Tenure Document.</i>		
<i>The Deans have complete administrative authority to make part-time faculty appointments.</i>		
Recruitment Process		
1. Authorize recruitment		Dean
2. Submit Adjunct / Part-Time posting in NinerTalent for approval and posting to the jobs.uncc.edu website		Department or Dean's Office
<i>As applicants apply for position, an automated e-mail is sent to them provided they included their e-mail address.</i>		
Screening Process		
1. Guest user account for our on-line application website is assigned		Academic Affairs
2. Conduct initial screening of applications to identify applicants who do meet the minimum criteria advertised for the position and who may be considered further.		Department Chair
3. Choose top applicants who will be hired as Adjunct / Part-Time faculty.		Department Chair
Appointment Process		
1. Once candidates to be hired are identified by changing their status to recommended for hire in NinerTalent send an email to faculty-recruit@charlotte.edu to initiate the background screening.		Department
2. Complete Foreign Visitor Information Form for each non-resident alien to be hired, if applicable.		Department Chair
Contact the International Student/Scholar Office (ISSO) immediately if hiring a foreign national instructor. For more information about the steps to take, the types of visas that are acceptable for employment and new hire packets for foreign nationals, along with links to ISSO and the Tax Office go to: https://hr.charlotte.edu/managers/hiring/employment-process-foreign-nationals		

Summer Hiring Process Checklist

Payment questions for TLC Summer should be addressed to that office.

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 EPAF 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 an EPAF, 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.

College Fund Supported PT Faculty Payments will need an AA-16 Summary for Summer

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, 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.

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.

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.

Begin Recruitment (NinerTalent Advertisement)

- Department or College places advertisements
- In NinerTalent (<https://jobs.charlotte.edu/hr/>) submit the Temp Hire posting for approval
- Ad must include the following statement and the criminal background check statement
 - “All finalists will be required to provide an official transcript.”
 - “All finalists will be subject to a criminal background check.”

Personnel Information Memorandum (PIM 8)

<https://hr.charlotte.edu/about-hr/personnel-information-memorandums-pims/pim-08-temporaryemployees>

Duration of Employment

For temporary staff employees, the duration of employment assignment is governed by the State Personnel Commission as a means of controlling discrimination with regard to leave, medical, and/or retirement benefit entitlements. Temporary staff employees have no benefit entitlements.

Employment Status *	Duration	Benefit Eligibility	Faculty Assignments have built in Breaks
19 or less hours	12 months at a time	None	
intermittent	12 months at a time	None	
20 to 29 hours	11 months	None	
30 to 40 hours	11 months	Eligible for ACA high deductible plan	

- ➡ 1. Temporary employees who are hired to work a regular schedule of 19 hours or less per week may be employed for a period of up to 12 months. Such employment may be renewed annually for additional periods of up to 12 months.
2. Temporary employees who are hired to work an irregular or intermittent schedule may be employed for periods of up to 12 months. The hours worked may not exceed 988 hours during any 12 month period. Such employment may be renewed annually for additional periods of up to 12 months.
- ➡ 3. Temporary employees who are hired to work a regular schedule of 20 to 29 hours a week may be employed for up to eleven months. It is imperative that departments ensure that the employee does not work more than 29 hours a week or average less than 130 hours monthly.
4. Temporary employees who are hired to work a regular schedule of 20-40 hours per week may be employed for up to eleven months. When sufficiently justified, an extension of the employment period for an additional month (total employment period of 12 months) may be requested and is subject to prior approval by Human Resources. However, in no case shall the period of temporary employment at 20-40 hours per week exceed a total of 12 months.
 - a. Once a temporary employees has worked eleven or twelve consecutive months they must take a 31 day break in service from the University before they can return for another temporary work assignment; or
 - b. They can have their employment converted to a part-time or intermittent schedule, as long as the hours worked do not exceed 988 hours during any 12 month period. The employee is ineligible to work more than 19 hours a week, until a 31 day break of service is taken.
5. Departments are encouraged to establish time-limited position for a temporary assignment that can last more than one year, with a max employment time of three years. These positions are benefits eligible. (See [PIM-56](#), Establishing SHRA Positions under Career Banding for guidance).

Postdoctoral Fellows with Part-Time Teaching Load (1 Course Per Semester)

MEMORANDUM

To: Academic Affairs Budget Office Personnel

From: Research and Economic Development Staff on behalf of Bob Wilhelm

Date: May 2, 2014

Re: Guidance on the Issue of Postdoctoral Fellows Teaching Classes

The question has arisen recently about whether Postdoctoral Fellows should be allowed to teach courses in addition to their fulltime research duties paid for by grant funds. Vice Chancellor Wilhelm has determined that Postdoctoral Fellows are subject to University Policy 101.15, "Additional Compensation for Professional Services to the University," just as any other EPA staff member would be. Provost Lorden has determined that University Policy 102.10, "Employment of Postdoctoral Fellows," does not need to be revised; rather this issue will be handled by internal memorandum, and Research and Economic Development guidance is provided herein.



This guidance is for Postdoctoral Fellows who want to teach a course as permitted by University Policy 101.15. Postdoctoral Fellows may teach a course (limited to one course per semester) in addition to their regular duties. The payment for teaching a course will be treated as incidental compensation for work in excess of normal duties. Grant funds may not be used to pay for such teaching assignments.

Please note that this guidance does not cover cases where units want to split fund a Postdoctoral Fellow for different projects from different fund sources. Those instances will be handled by the Vice Chancellor for Research and Economic Development on a case-by-case basis as a normal part of the Postdoc's employment process.

Criminal Background Check

Submitted Pre-Employment

- **When is a criminal background check needed?**
 - New hire
 - A returning faculty member who has not had one run previously
 - A returning faculty member who has had a one year (12+ months) or more break in service

Email the information below to faculty-recruit@charlotte.edu to begin the process:

- Faculty Applicant: Legal Name of the Final Candidate
- Faculty Type: Position Type (Full-time Faculty, Part-time Faculty, Post Doc)
- Department:
- Department Contact Name: (if different from person sending the email)

These items are Important too:

- Department Org Code:
- Previous 800#
- Start Date or Semester they will begin Work for 800# activation

NEW CRIMINAL BACKGROUND CHECK PROCESS

Beginning July 1, 2015, with the implementation of [NinerTalent](#), Academic Affairs will no longer accept paper Criminal Background Consent Forms, also known as the AA-38. For details on the new process, [click here](#).

<https://provost.charlotte.edu/sites/provost.charlotte.edu/files/media/Criminal%20Background%20Check%20Instructions.docx>

Creation of Adjunct / Part-time Faculty UNCC ID

- After Criminal Background Check Results have been reported to the Department, Academic Affairs will create the UNCC ID (800#) and email either the Department Staff or the Business Manager.
- Notification will arrive through email, to the contact who submitted the Background Check

Prior to the New Faculty Member's First Day

- All new hires should complete their I-9 before their first work day.
 - Complete the I-9 Process by sending the Adjunct/Part-time Faculty member to Human Resources (King 222 or 704-687-0669 <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>)
 - <https://hr.charlotte.edu/employees/new-employees/before-you-start>
 - Schedule an in-person appointment to present your I-9 verification documents.
 - Please bring all necessary forms of identification to complete this task
- ✓ If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office. (ext. 7-7744)
 - ✓ [visit the New Employees webpage from Human Resources](#)

Collecting Hiring Paperwork

- Summary (AA-16) with all names (submitted to the College and the Faculty Recruit Email) in electronic Excel file format faculty-recruit@charlotte.edu
- All new Adjunct/Part-Time faculty hires must apply in NinerTalent (*re-hires with more than 1yr break in service must re-apply in NinerTalent*)
- Response from Academic Affairs that the Criminal Background Check meets company standards.
- Part Time Faculty Contract (AA-15 Powerform from the AABP Forms Page)
(<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=bb4c007c-1c18-4bee-82f8-ba87a67ee3fc&env=na3&acct=ee04da26-1433-4cfc-9888-fd1b5e8e0c60&v=2>)
- Vita/Resume should be in NinerTalent (*no need to send it to Academic Affairs*)
- Verification of Credentials (AA-34), verifying Previous work experience
- Letters of Recommendation (*if required by College or Referenced in AA-34*)
- Official Transcripts (Must be original, sent directly to the University)
 - If highest earned degree is foreign - Foreign Degree Evaluation (WES/Trustforte)
- (AA-21) is only required if the faculty member does not have a degree in the field they are teaching or a terminal degree (see SACS 6.2.a)
https://imaging.uncc.edu/imagenowforms/fs?form=Faculty_Qualifications_Form
- Electronic (NinerWorks Action for Payment) <https://ninerworks.charlotte.edu/>

Verification of Credentials Form AA-34 Powerform

[What is in an AA-34 Verification of Credential Form?](#)

[The AA-34 is a way to verify prior work experience for a new faculty hire.](#)

- Section I: Educational Data necessary for teaching a course
- Section II: Review of the Transcript, Foreign Degree Evaluation or an AA-21 has been completed for Faculty with out a degree in the field being taught
- Section III: Note in the box how you verified the Prior work or job experience and use the paper clip to attach reference letters, reference emails or telephone reference check forms (who spoke to when and what did they say)

[Complete Data in the Contract](#)

- Faculty member first name and last name
- 800# ID
- Check 1 box in Section I
- Check 1 box in Section II
- Check the box in Section III, fill in the box on how you are verifying the prior work experience and attach the Letters, emails or phone reference checks on the paperclip
- Have all the appropriate signature authorities sign this form and click finish
- Once the form is complete it will route to AA Personnel's Image Now work flow queue for review

Files are reviewed by Internal Audit for compliance.

DocuSign Envelope ID: 3B1B6A93-CCFF-4203-B4CD-0D4A26C96958
AA-34 – FACULTY
Revised 01/11/2023
1169

VERIFICATION OF ACADEMIC CREDENTIALS AND WORK EXPERIENCE FOR FACULTY

Instructions: Please complete sections I., II., III., and IV. prior to extending a formal offer of employment.

_____ meets the criterion for teaching as outlined below.
(New Faculty Member's Name) (New Faculty University ID Number)

I. ACADEMIC CREDENTIAL REQUIREMENTS

For faculty appointments who will teach courses at the graduate level:

- ☐ Terminal degree, usually the earned doctorate, in the teaching discipline
- ☐ If terminal degree in process, expected date of degree completion: _____
- ☐ Terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline, AND APPOINTMENT TO THE GRADUATE FACULTY

For faculty who will teach courses at the **undergraduate** level only:

- ☐ Master's degree in the teaching discipline, or
- ☐ Master's degree in related discipline PLUS eighteen graduate semester hours in the teaching discipline

If faculty member does not hold the appropriate academic degree, but meets the criterion based on exceptional professional experience, check item C below and complete the Form AA-21.

- ☐ Other

II. VERIFICATION OF ACADEMIC CREDENTIALS

Information was verified by the following:

- ☐ A. I reviewed the original transcript from a regionally accredited institution. A second, independent verification of the transcript will be processed by Academic Affairs.
- ☐ B. I received and reviewed the original foreign degree evaluation verification from the faculty member whose highest earned degree is from a foreign university or non-regionally accredited institution.
- ☐ C. I received evidence of alternative credentials based on exceptional professional experience. An AA-21 has been completed.

III. VERIFICATION OF WORK EXPERIENCE

Previous work experience was verified by: (indicate below and attach documentation)

- ☐ Verified by direct correspondence with previous employer

IV. APPROVALS



(Form Completed By)

2/7/2023 | 3:02 PM EST
(Date)

(Signature of Department Chair)

(Date)

(Signature of Dean)

(Date)

AA34_FacultyForm.pdf

1 of 1

FINISH

BEGIN SIGNING

BEGIN SIGNING

PowerForm Signer Information

UNC Charlotte AA-34 Verification of Credentials (1169)

Thank you for initiating this UNC Charlotte AA-34 Verification of Credentials. Please fill in the name and email for each role listed below. For UNC Charlotte signers, please use a non-alias @unc Charlotte email address. Identity will be verified for each UNC Charlotte participant by using their "unc Charlotte" email address and NinerNet login.

Please enter your name and email to begin the signing process.

Initiator

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Departmental Chair

Name: *

Full Name

Email: *

Email Address

Business Officer

Name: *

Full Name

Email: *

Email Address

Dean/Director or Proxy

Name: *

Full Name

Email: *

Email Address

Part-Time Faculty Contract (AA-15 Powerform)

BEGIN SIGNING

PowerForm Signer Information

UNC Charlotte AA-15 Offer of Part-Time Faculty Appointment (1059)

Thank you for initiating this UNC Charlotte AA-15 Offer of Part-Time Faculty Appointment. Please fill in the name and email for each role listed below. For UNC Charlotte signers, please use a non-alias @unc Charlotte email address. Identity will be verified for each UNC Charlotte participant by using their @unc Charlotte email address and NinerNet login.

Please enter your name and email to begin the signing process.

Initiator

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Department Chair

Name: *

Full Name

Email: *

Email Address

College Reviewer Before Dean Signature

Name: *

Full Name

Email: *

Email Address

Dean/Director or Proxy

Name: *

Full Name

Email: *

Email Address

Faculty Incumbent

Name: *

Full Name

Email: *

Email Address

BEGIN SIGNING

START

DocuSign Envelope ID: AE76A467-BA20-4AD8-A1D2-ED3C9A70A54D



Offer of Part-Time Faculty Appointment

EMPLOYEE INFORMATION:

Employee's Name: Francis Hamilton

(Full Legal Name)

Title:

Department:

UNC ID:

Salary: \$

Date:

EMPLOYMENT TERM:

☐ Academic Year 20 - 20 ☐ Fall Semester 20 ☐ Spring Semester 20 ☐ Other Dates:

Payroll Dates: ☐ September 15 - May 31 ☐ September 15 - December 31 ☐ January 15 - May 31

TEACHING ASSIGNMENT:

Course Name and Number & Section Number

1)
2)
3)
4)
5)
6)

OTHER COURSE RELATED RESPONSIBILITIES:

Please state number of hours per week associated w/ each responsibility

a)
b)
c)

All faculty appointments at UNC Charlotte are made under the provisions of the Tenure Policies, Regulations, and Procedures of The University of North Carolina at Charlotte. A copy of that document can be found in the Library, or at <http://legal.charlotte.edu/policies/up-102.13> This appointment is contingent upon the continuing availability of funds. If the funding for this position ceases or is diminished, then the University will endeavor to provide notice to you at the earliest practicable date; however, the notice requirements set forth in BOG Policy 300.2.1 are inapplicable if the position is terminated for lack of funds. The University may terminate this appointment for the following reasons: insufficient number of students enroll in the course and section numbers stated above, incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with your capacity to perform effectively the requirements of your employment. Your salary will be prorated and you will be paid only for the period prior to the effective date of the termination of this appointment. All applicable policies and regulations of University are incorporated into this agreement as if fully set forth herein. Continued employment under this contract is contingent upon enrollment in the University direct deposit program and upon University obtaining a criminal background report and determining that the nature and seriousness of any criminal offenses do not render employment with the University inappropriate.

Faculty members of The University of North Carolina at Charlotte are responsible for enforcing the UNC Charlotte Code of Student Academic Integrity. Academic dishonesty by students in any of your classes must be handled in accordance with its provisions. You may obtain a copy from your Department Chair, or view it on line at <http://legal.charlotte.edu/policies/up-407> The Part-time Faculty Handbook can be found on line at <http://facultyhandbooks.charlotte.edu/>

As required by federal law, prior to or on the first date of employment, Faculty Member must complete Section 1 of the I-9. Within three days of the first day of employment, Faculty member must provide acceptable documentation of identity and eligibility to work in the United States consistent with the federal and state government's regulations. Furthermore and notwithstanding the Faculty Member's compliance with the requirements of the preceding sentences, Faculty Member's employment is also contingent upon confirmation of an acceptable work status by the E-Verify program as administered by the U.S. Department of Homeland Security. Faculty Member must remain legally eligible to live and work as a Faculty Member in the United States consistent with U.S. immigration and other laws. UNC Charlotte has no obligation to sponsor Faculty Member for purposes of immigration or authorization to work in the U.S. Failure to meet any of these requirements will result in termination of appointment. The University is required to keep a copy of each employee's Social Security Card on file. If you cannot locate your card, someone in our Office of Human Resources will advise you on how to obtain a duplicate.

Your Department Chair will be responsible for your orientation, supervision, and written evaluation at the end of each term.

By signing below we certify that University and UNC System policies related to Conflict of Interest (<http://legal.charlotte.edu/policies/up-102.2> and the Concurrent Employment of Related Persons (<http://legal.charlotte.edu/policies/up-101.4> have been thoroughly reviewed and reported by all parties at this stage. If needed, the hiring department will prepare an appropriate management plan, in which updates will be reported with each new contract. The plan will be maintained within the hiring department and the Academic Affairs Division office. The management plan addresses on-going supervision of work and reporting responsibilities, financially-related expenses, wage or other compensation approvals, and performance reviews.

Recommended: _____ Date: _____
(Department Chair)
Approved: _____ Date: _____
(Dean/Director)
Please indicate your acceptance of the terms of this offer by signing the original copy and returning it to the Dean/Director. The enclosed copy is for your records.
Accepted: _____ Date: _____

aa-15-PT_Faculty_Agreement20162_newlogo0.pdf

FINISH

1 of 1

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=bb4c007c-1c18-4bee-82f8-ba87a67ee3fc&env=na3&acct=ee04da26-1433-4cfc-9888-fd1b5e8e0c60&v=2>

What is in a Contract?

- Reasons To terminate
- Direct Deposit
- Criminal Background Check Statement
- I-9 Requirement
- Chair Responsible for PT Faculty Member Orientation

Complete Data in the Contract

- 800# ID
- Title
- Hiring Department
- Salary
- Date the form is completed
- The Year or Term of Appointment or if Other Dates Apply
- All of the course prefixes numbers and sections being taught
- Attach any documentation needed

Sign or Get Signatures

NEW

OVERVIEW

Last 6 Months

 Action Required

-- >

 Waiting for Others

8 >

 Expiring Soon

-- >

 Completed

150 >

WHAT'S NEW

Comments

Ask and answer questions about documents and receive real-time comment notifications. [More Info](#)

Bulk Send for Multiple Recipients

Include multiple recipients in each envelope. Send to more recipient types and specify envelope custom field values. [More Info](#)

Template Sorting

Sort your templates by name.

MY DOCUSIGN ID

[Edit](#)



Franci Hamilton
fhamilt@uncc.edu
Member since 2020

DocuSigned by:

58858418707E42A...

DocuSign

< Upload a Document and Add Envelope Recipients

ACTIONS

RECIPIENT PREVIEW

NEXT

Add Documents to the Envelope



UPLOAD

USE A TEMPLATE

GET FROM CLOUD

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list](#). Send copies of this envelope to many people at once.

☐ Set signing order

Name *

Franci Hamilton

NEEDS TO SIGN CUSTOMIZE

Delivery *

Email

fhamilt@uncc.edu

ADD RECIPIENT

ADD FROM CONTACTS

SIGNING ORDER

SEND NOW

NEXT

FAQ Page

<https://spaces.charlotte.edu/>

Link to sign in to DocuSign using Niner Credentials

<https://docusign.uncc.edu/>

- 1) Click the upload button or Drag and Drop the files to be loaded
- 2) Type in all the recipients needed and choose needs to sign or CC and pick the order with checking the signing order button
- 3) Click the Next gold button

Placing Signatures in DocuSign and Sending

Please DocuSign: aa-34 - Faculty Verification of Credentials (2).docx

David K Williams

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed
- Name
- Email
- Company
- Title
- Text
- Checkbox
- Dropdown
- Radio
- Payment Item
- Drawing
- Formula
- Attachment
- Note
- Approve
- Decline

IV. APPROVALS

Sign (Signature Completed By)

Sign (Signature of Department Chair)

Sign (Signature of Dean)

(Date)

Date Signed

(Date)

Date Signed

(Date)

Date Signed

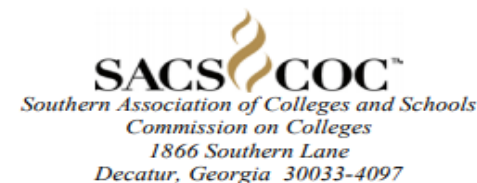
(Date)

aa-34 - Faculty Verification of Credentials (2).docx

1 of 1

- 1) Click the signature and drag to the line where it needs to be placed
- 2) Grab the Date Signed and drop on the signature line
- 3) After placing the second signature the recipient box will show up and choose the correct name and blue color from the drop down for both the signature and date
- 4) Hit the send button when all signatures are added

SACS 6.2.a Comprehensive Standard





FACULTY CREDENTIALS

- Guidelines -

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

-  a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
-  e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

AA-21 – Exceptions to the Criteria for Accreditation Sample

- Must use the correct 800# (form populates other data from Banner)
- Must use the drop down for Semester and Year to populate the course the Faculty Member is teaching (form choices in drop down come from schedules keyed in Banner)
- Free Fill Education and Course Objectives along with the (Other Qualifications to Qualify the hire to teach that course)
- Catalog Description will auto populate
- Authorizations (Use either 800# or Last Name, First Name to Populate field)
- Last 2 approvals should be Franci and Dr. Lee Gray

Exceptions to the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools
Please attach any supporting documentation, such as licenses or certifications.

Preparer ID: 800212018 Hamilton, Franci

***Faculty Details**

***Faculty ID:** 801158207 Wilsey, Corrine

***Faculty Title:** EPA Temporary - Teaching

***College:** Col Liberal Arts & Science (Col)

***Semester:** Fall

***Department:** Women's and Gender Studies (Dpt)

***Year:** 2021

***Teaching Responsibilities**

List Course (including prefix and section) and Title of Course

***Course:** WGST-6601 001

***Course Title:** Theoretical Appr to Sexuality

***Academic Credentials**

List all graduate degrees and related certificates, disciplines, institution awarding degrees, years of degree awarded, and graduate semester hours in teaching field

PhD, UNC Charlotte, Health Studies, 2021
MS, University of North Carolina at Charlotte, Human Studies, 2017
12 hours of Women's and Gender Studies graduate level courses

Relationship of Course Objectives to Competencies

Course Objectives from Syllabus:

To understand the values of gender and basic issues confronting women in society from a feminist perspective.

***Catalog Description:**

An interdisciplinary examination of the history of sexuality and contemporary theories of sexuality and the body. Topics include: historical aspects of sexuality, representations of sexuality, politics of sexuality, critiques of psychoanalytic approaches to sexuality, feminist engagement with biological constructions of sexuality, and queer theory.

***Other Qualifications and Competencies Related to Courses Taught:**

These are possible competencies to consider: additional qualifications and competencies such as related work or professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Women's studies books written such as Violent Victimization, educational training on gender minorities, and gender differences in perceived illness were written by this instructor. Articles were peer reviewed and placed in the Journal of Interpersonal Violence and Psychology Research Methods magazines. Instructor with UNC Chapel Hill for 15 years teaching gender courses. Has obtained research grants for Health and Women's studies with the NIH.

***Authorization**

***Department Chair:** Value is required.

***Business Officer:** Value is required.

***College Dean:** Value is required.

***AABP University Program Specialist:** 800212018 Hamilton, Franci

***AA Senior Associate Provost:**

Technical Issues with the AA-21 or the AA-15 Form

AA-21 (Exceptions to the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools)

- Image Now Help - imagenowhelp@charlotte.edu

AA-15 Contract Powerform


- Image Now Help - imagenowhelp@charlotte.edu

Foreign Degree Evaluation


<https://www.wes.org/> or <https://www.trustfortecorp.com/index.html>

https://www.wes.org/ Temporary Staff Employee... Trustforte Corporation


My Account | Help | AccessWES Login | WES Canada




Welcome to World Education Services
WES is a non-profit organization that provides research about international education and trends and offers expert credential evaluation services.




For Students
Obtain trusted credential evaluations and more →




For Job Seekers
Verify your international education →




For Immigrants
Pursue education and work in the U.S. →



For Educators
Build effective international enrollment practices →



For Employers
Recruit global talent with confidence →



For Professional Licensing
Access information about professional licensing →

Apply for a WES Credential Evaluation →

Returning to Complete Your Application?

Order Duplicate Reports

Free WES Tools and Resources

WES Degree Equivalency

WES iGPA Calculator

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[Video] WES Celebrates 40 Years of Advancing International Mobility with Moving Success Stories

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https://www.trustfortecorp.com/AcademicEquivalency.html

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Academic Equivalency Evaluations

Trustforte is the world's leading provider of educational credentials equivalency evaluations -- analytical reports which determine the equivalency in the US educational system of a candidate's foreign academic and professional credentials. Our evaluations are recognized as among the most accurate and informative assessments of foreign credentials by the US Citizenship and Immigration Services, the US Labor Department, professional advisory boards, international academic advisory organizations, and American universities.

Academic Equivalency Evaluations assess the foreign educational credentials of the candidate. These evaluations determine the level of education and number of years of study completed, as well as the field of specialization. Academic evaluations consider the educational system of the foreign country, the quality of the university attended by the candidate, the credit hours and number of years of coursework, the nature of the courses, and the grades attained in the courses.

Documents Required for an academic equivalency evaluation: copies of all diplomas, transcripts, and postgraduate degrees.

Trustforte's turnaround time for academic and work experience evaluations is the fastest in the credentials equivalency field. While standard processing time is 3 to 5 business days, we can provide next-day or same-day service.

The content of Trustforte's evaluations is unparalleled among credentials equivalency evaluation firms. Each evaluation includes a review of the candidate's credentials, a discussion of the university programs and courses completed by the candidate, and a thorough analysis of the ways in which the foreign credentials are viewed under US educational standards. Evaluations include the principal reference sources on which the evaluators relied and the resumes of the evaluators.

Trustforte's evaluators and staff attorneys are knowledgeable in the laws and regulations of the US Citizenship and Immigration Service (US CIS). We are familiar with the different requirements concerning evaluations at the various US CIS Service Centers and keep abreast of changes in US CIS standards procedures for reviewing evaluations. All Trustforte evaluations are prepared in accordance with the guidelines of the US CIS. The resumes enclosed with the evaluations specify the qualifications of our firm and our evaluators, as well as memberships in numerous educational organizations. Our firm and its evaluators are members of various professional organizations, including NAFSA: Association of

CORPORATE PROFILE

ACADEMIC EQUIVALENCY EVALUATIONS

COURSE-BY-COURSE EVALUATIONS

WORK EXPERIENCE EVALUATIONS

PROFESSIONAL POSITION EVALUATIONS

EXPERT OPINION LETTERS

TRANSLATION SERVICES

TUTORING SERVICES

ACADEMIC ADVISORY SERVICES

CORPORATE BACKGROUND CHECKS

EVALUATION APPLICATION FORM


HOW TO APPLY

GET A FREE CONSULTATION (212) 481 4870

Transcripts should be Official and Original (Not Issued to Student)

Office of Academic Affairs

9201 University City Boulevard, Charlotte, NC 28223-0001
t/ 704.687.5717 f/ 704.687.1457 www.uncc.edu

TO: All Deans
FROM: Ramah Carle, Associate Provost 
DATE: 5/26/10
RE: SACS and faculty credentials

I wanted to alert you to a problem that has surfaced with our SACS requirement for original transcripts for our faculty. I know you, your staff and my staff in Academic Personnel have worked hard to make sure we have original transcripts from our faculty, and I appreciate that effort. We also started using Degree Verify about 2 years ago to get a second independent verification of our faculty members' academic degrees.

Evidently, we are now being told that SACS will not accept the original transcript if it is marked "student copy." This can happen if the faculty member orders the transcript but has it mailed directly to them instead of being sent directly to the University. In spot checking our files, we have a number of these on file.


I have discussed this with the Provost, and she wanted me to advise you that starting immediately we need to inform our newly hired faculty that their transcripts must be sent directly to the University. I will leave it up to you to decide whether these transcripts should be sent to the Chair or the Dean's office. We will make this change in all of our written procedures and I will discuss this at our June Business Manager's meeting.

Thank you for your help in making this revision to our hiring process.

cc: College Business Manager
Jay Raja, Senior Associate Provost
Steve Coppola, SACS Liaison
Provost Lorden

Office of Academic Affairs

9201 University City Blvd, Charlotte, NC 28223-0001
t/ 704.687.5717 f/ 704.687.1457 www.uncc.edu

TO: College Deans
FROM: Lori McMahon 
Associate Provost for Academic Budget and Personnel
DATE: October 17, 2018
RE: SACS and Faculty Educational Credential Requirements

This is a reminder from our accrediting agency, the Southern Association of Colleges and Schools (SACS) of the requirement that pertains to obtaining original transcripts for faculty at the University of North Carolina at Charlotte. In 2010, Academic Affairs was notified by SACS that we could no longer accept "Issued to Student" transcripts. This change required that official transcripts be mailed directly to the University. We were notified at that time that SACS would not accept the original transcript if it is marked as issued to student.

Please remind staff and faculty when hiring EHRA Faculty that transcripts should continue to be issued directly to the University. It remains up to each College to decide who the contact is for receiving new faculty transcripts. These transcripts may come electronically or in the mail as a paper original, but must be issued directly to the University.

Thank you for your continued persistence in meeting transcript compliance requirements.

cc: College Business Officers

LM/efh



Transcript Ordering from UNC Charlotte Registrar's Office

- The link to order transcripts for UNC Charlotte Faculty.

<https://ninercentral.charlotte.edu/grades-transcripts-graduation/order-transcripts>

- Email Transcripts@charlotte.edu

If you have issues with ordering transcripts

Ordering an Official Transcript (Third Party Requestors)

If you are requesting a transcript on behalf of someone else, place your order directly through [Parchment Exchange](#).

1. First time users will need to create a Parchment account
2. Start by adding the school you are requesting a transcript from
3. Use the Search feature to locate the school
4. When your school appears, select Add
5. Sign in to your account
6. Select Order under school name
7. Follow the provided instruction to complete your order
8. When asked if you have an attachment, please be sure to attach the student's consent to the order.

Transcript requests for government, military, and OPM agents:

1. Agents can pick up an official transcript at Niner Central (see Tab #4 under Transcript Formats, Item #3).
2. Agents can order a transcript on the student's behalf through Parchment (see steps directly above).
3. If your organization uses DoD SAFE, the agent will email the link to transcripts@uncc.edu for our staff to access the student's signed release form. Include your badge number and contact information in the email.
4. The agent will email a separate link to transcripts@uncc.edu so we can upload the transcript. If there is a preference between an official or unofficial transcript, it will be specified in the email.

Electronic Transcripts

- Forward emails related to the electronic transcript to the College Business Manager, who will forward the emails to Academic Affairs faculty-recruit@charlotte.edu
- These may be sent in 2 separate emails (*one may be a link and the other may be the passcode*).
- ***Keep in mind there may be a limited number of times this document can be accessed.***
- An official electronic transcript should be transmitted directly from the issuing institution to the hiring department.

* If the part-time faculty appointee does not have at least a Masters degree, then a Faculty Qualifications Report (Form AA-21) must be completed and attached to this summary.

Banner - SIAASGN Screen

Shows all classes and Credit Hours for AA-16 Summaries

Faculty Assignment SIAASGN 9.3 (BANPROD)

CRN 24051

Session 01

Subject UWRT

Course 1102

Section 016

Session Credit 3.000

Institutional Credit 3.000

Percentage of * 100

Primary Instructor

Workload 3.000

Override Workload

Calculated Workload 3.000

Assignment Type

Percent * 100

Responsibility

Weekly Contact 2.5

Total Contact 41.25

Compensation Extracted

CRN 26288

Session 01

Subject UWRT

Course 1101

Section 009

Session Credit 3.000

Workload 3.000

Override Workload

Calculated Workload 3.000

Assignment Type

Percent * 100

Responsibility

RETRIEVE RELATED TOOLS

Q I

ACTIONS

Refresh F5

Export Shift+F1

SIAASGN.csv - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Calibri 11 A A Wrap Text General

B I U Conditional Formatting Table Styles

Clipboard Font Alignment Number Styles Cells Edit

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
					Session	Institution									
			8000000 Smith, Mary W.		2017	Credit	Credit								
	24051	1 UWRT		1102	6	3	3	100	3	3	100	2.5	41.25	66	
	26288	1 UWRT		1101	9	3	3	100	3	3	100	2.5	41.25	63	
	27602	1 ENGL		4270	1	3	3	100	3	3	100	2.5	41.25	69	

AA-16 Summary

FTE/Credit Hour Conversion Chart

Credit Hrs Taught	Hrs/Wk as Effort EQUIV	Associated FTE	% of FT	ACA Eligibility Status
1	3	0.075	7.5%	Not ACA Eligible
2	6	0.150	15%	Not ACA Eligible
3	9	0.225	22.5%	Not ACA Eligible
4	12	0.300	30%	Not ACA Eligible
5	15	0.375	37.5%	Not ACA Eligible
6	18	0.450	45%	Not ACA Eligible
7	21	0.525	52.5%	Not ACA Eligible
8	24	0.600	60%	Not ACA Eligible
9	27	0.675	67.5%	Not ACA Eligible
10	30	0.750	75%	ACA ELIGIBLE
11	33	0.825	82.5%	ACA ELIGIBLE
12	36	0.900	90%	ACA ELIGIBLE
13	39	0.975	97.5%	ACA ELIGIBLE
>13	40	1.000	100%	ACA ELIGIBLE

UNCC ID:	80043829	Current Status:	Terminated	Current Home Org:	1700 - Music
Edclass:	80 - EHRA Temporary	Most Recent Job:	Part Time Lecturer - 09/17/2021		
Legal Name:	Friedline, Noel Glade	Person Name:	Friedline, Noel	Pronouns:	NA
I-9 Status:	Received	I-9 Received:	09/17/2008	I-9 Expires:	NA
Citizenship:	United States Citizen	Nation of Citizenship:	United States		

Type	Status	Department	Hours	Start - End
There are no requests to choose from at this time.				

Payments for Adjunct/Part-time Hiring

- Create a NinerWorks Action <https://ninerworks.charlotte.edu/> once the Part-Time Faculty Contract (AA-15) and Summaries (AA-16 submitted electronically in Excel file format to your Business Officer and the faculty recruitment email) are complete.

The NinerWorks Action is the payroll form.

- NinerWorks Action - Initial payment only
- PD7 - Revisions
- Pre-set dates are set shortly before each semester begins
- Query Dates are Behind the scenes and Calculated baised upon the date a payment is received as to the beginning of the pay period as either the 1st or the 16th
- NinerWorks Access through the Learning and Development Portal [FAQ on NinerWorks Training](#) and [Learning and Organizational Development Page](#) for training on NinerWorks

Adjunct / Part-time Payment

Changes / Superseding

- Updated AA-16 summary (submitted electronically in Excel file format) is required to show changes
- Revised Faculty Contract (AA-15) is required with all original signatures
- Superseding PD7 is required to change dates, salary, or to resign
 - *On Pink Paper referencing the previous EPAF Transaction and Position Number*
- If resigning, include email or letter stating reason for resignation

Superseding Instructions

Guidelines for Creating a Superseding PD7 and updated contract for Adjunct/Part-time

- Use the new hire's legal name
- Include Department Name
- Contract Date will be the day the semester starts (refer to the 5 year Academic Calendar). If you have questions regarding the contract start date, check with your College Business Officer.
- When completing Section 3 of the PD7 for part-time faculty hires, the salary will always be an agreed upon amount paid over the pay periods listed either by semester or over the academic year.

Payroll Distribution Form (PD7)

Sample superseding PD-7 for Adjunct/Part -Time Faculty Appointment Change

Form PD-7 (March, 2014)		UNC CHARLOTTE ACADEMIC PERSONNEL ACTION		Date Submitted	1/8/2017
				Superseding Previous PD-7 Dated	12/9/2017
				Superseding Previous EPAF Transaction #	123456
(1) Legal Last Name	Smith	Legal First Name	Joe	Middle	A
UNC Charlotte ID	800-00-0000	Department	Biological Science	18223	
Last 4 SSN (New Emp)		Primary Employment Status:	Full Time	<input type="checkbox"/>	Part Time <input checked="" type="checkbox"/>
Other - Explain:					
(2) APPOINTMENT	<input type="checkbox"/>	REAPPOINTMENT	<input type="checkbox"/>	CHANGE	<input checked="" type="checkbox"/>
Rank or Title		Position#			
Contract Dates: From		To			
Effective Payroll Dates:		Remove from Payroll			
Annual Salary Amount		If split funded, enter %		Index/Fund #	Account Code
Stipend Amount					
Total Annual Salary	\$0.00				
Comments					
(3) PART-TIME OR EPA TEMPORARY OR POST-DOC	APPOINTMENT <input type="checkbox"/>	REAPPOINTMENT <input type="checkbox"/>			
Salary Amount	\$3,500.00	Index/Fund #	101000	Account Code	913200
Rank or Position	Part-Time Lecturer	Position #	EPTF50-XX		
Contract Dates: From	1/8/2018	To	5/14/2018		
Effective Payroll Dates:	1/1/2018	Remove from Payroll	5/31/2018		
Comments	Salary or date change (insert other comments)				

Put in the Organization Code for the Hiring Department for Records Management

Put in the Reason for Change, Supervisor and 800# and the Total FTE for this Assignment

Payroll Distribution Form PD7

Adjunct/Part-time appointment PD7s should be signed in the requested block, by the Dean of the College and send to faculty-recruit@charlotte.edu
Academic Affairs will sign off as HR and have the Provost's Delegated Authority sign in the Provost slot.

- Dr. Jennifer Troyer is the Interim Provost

*** **Do not send your PD7's to the Provost after Dean's signature**

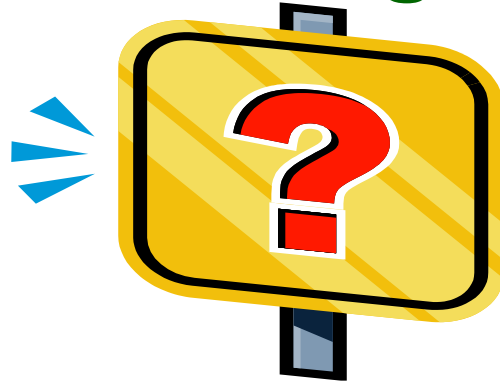
(These Must go to faculty-recruit@charlotte.edu and for Part Time Faculty Franci will Sign as HR and Send to the Provost's Signature authority for these actions)

Requested by:		Date	
Dean, College of XXXX			
Academic Affairs /			
Approved by:		Date	
Dr. Jennifer Troyer, Interim			
Title: Provost & Vice Chancellor for Academic Affairs			

Things to Remember from Today's Workshop

- Always use the most current forms from the Academic Affairs website
- If the chosen candidate is a non-resident, contact the Director of the International Student/Scholar Office (ext. 7-7744)
- Each Department should have an updated AA-16 summary submitted electronically in Excel file format each time a change is made
- Official Transcripts must be sent directly to the University or through Official UNCC Email and not Issued to the New Hire Directly
- PD7 is used to make a change to dates or salary and it must have a corresponding contract with changes, along with an Updated AA-16 Summary (submitted electronically).

**Please feel free to ask questions now
or contact your College Business Officer.**



Franci Hamilton – Academic Affairs
University Program Specialist and Part Time Faculty Coordinator
frhamilt@charlotte.edu, x75776