MEMORANDUM

TO: Deans, Department Chairs, Departmental Administrative Assistants, and Program Directors
FROM: Beth Murphy, Academic Affairs
DATE: October 23, 2015
RE: Adjunct Appointments – Spring 2016 Semester

Adjunct faculty appointments for the Spring 2016 semester may now be initiated. **Please submit all adjunct appointments and credentials by December 10.** This deadline gives the College eight working days to process all appointments, credentials, employee paperwork, I-9 IDs, payroll information, healthcare eligibility/election information, course assignments, etc. prior to the appointment start date. Meeting this deadline will help ensure adjuncts are paid and assigned to courses on time and is also important to ensure healthcare can start on time for eligible adjuncts who elect to have coverage. Details are given below and a checklist is attached.

**For all adjunct faculty, please note:**
Adjunct faculty will receive their first paycheck by January 31, 2016 if the adjunct appointment and all appropriate paperwork have been processed by the Office of Human Resources on or before established deadlines. For new adjuncts and those with a substantial lapse in employment, the employment verification processes must be completed in person on or before their first day of employment. Federal rules stipulate that verification of eligibility to work must be completed by HR within three working days of their first day. Penalties for non-compliance can be significant. **Based on the start dates below, which take into account the need for faculty to prepare prior to the semester start, all new adjuncts (or previously terminated faculty who HR needs to re-verify) must submit employment paperwork and report to HR by January 4 or sooner, or they will not be permitted to start work on the scheduled date.**

On each appointment, please specify the correct Budget Index Number and pay amount.* Please use the following payscale,** based on three-credit-hour courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Without a Ph.D./terminal degree</th>
<th>With Ph.D./terminal degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 course</td>
<td>$ 2,550</td>
<td>$ 2,650</td>
</tr>
<tr>
<td>2 courses</td>
<td>$ 5,100</td>
<td>$ 5,300</td>
</tr>
<tr>
<td>3 courses</td>
<td>$ 9,300</td>
<td>$ 9,300</td>
</tr>
<tr>
<td>4 courses</td>
<td>$13,700</td>
<td>$13,700</td>
</tr>
</tbody>
</table>

* The Retiree rate, for their first two courses, is 7.5% of the last nine-month base salary.
* The rate for roster faculty teaching a course for the Bachelor of Professional Studies is $6,000.
* All exceptions to normal pay rates for adjuncts should be approved before the offer is made to the adjunct; this approval should be noted on the appointment form or Teaching Effort form.
**For returning zero pay adjuncts, enter “$0.00” on the Teaching Effort. For new zero pay adjuncts, use the Zero Pay Adjunct Teaching Form which specifies $0 as the pay amount.
The following are the start and end dates for adjunct appointments for the upcoming semester. Please note that classes start on January 7th, but the full term and Express I appointments start on January 4, 2016, allowing for more days for course preparation. (If you need to use different starting/ending dates because of a late adjunct appointment or for some other reason, please include those specific dates on the adjunct appointment or Teaching Effort form.)

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Term</td>
<td>January 4, 2016</td>
<td>May 6, 2016</td>
</tr>
<tr>
<td>Express I</td>
<td>January 4, 2016</td>
<td>March 17, 2016</td>
</tr>
<tr>
<td>Express II</td>
<td>February 22, 2016</td>
<td>May 6, 2016</td>
</tr>
</tbody>
</table>

For *returning* adjunct faculty, please submit:

1) **Appointment:** Submit an *online Teaching Effort form* **.** Go to MyCharleston’s “Forms” tab to complete the Teaching Effort form. Instructions are online at [academicaffairs.cofc.edu/procedures-and-practices/teachingefforts](http://academicaffairs.cofc.edu/procedures-and-practices/teachingefforts). Once the form is fully approved, HR will contact the department to have the adjunct sign the final printed version.

2) **Paperwork for Human Resources:** Employee paperwork should already be on file in HR. If the adjunct has changes or questions, they should contact HR. Paperwork is online at [hr.cofc.edu/employment/for-new-employees/paperwork.php](http://hr.cofc.edu/employment/for-new-employees/paperwork.php). Also, eligible adjuncts will be notified about their healthcare eligibility; additional information is online at [hr.cofc.edu/benefits/affordable-care-act.php](http://hr.cofc.edu/benefits/affordable-care-act.php).

3) **Credentials for Academic Affairs:** Credentials should already be on file in Academic Affairs. If the adjunct is teaching in a new discipline or needs a new exception to teach a course, submit new credentials materials to AA. Instructions and forms are online at [academicaffairs.cofc.edu/procedures-and-practices/facultycredentials](http://academicaffairs.cofc.edu/procedures-and-practices/facultycredentials).

*All current, returning, or former CofC employees with a CWID can and should be processed via Teaching Effort. This includes adjuncts that are marked “terminated” in Banner. An automated message will be sent for terminated individuals which says, “A Teaching Effort form has been submitted for XXX. This individual currently is in a Terminated status. Please be prepared to submit updated credentials, if requested by Academic Affairs, and be prepared to have the individual report to Human Resources for I-9 verification, if requested by Human Resources. This is sometimes required of returning faculty where they have been absent from the College for a period of time.” If you have doubts about whether the faculty member has incomplete credentials or employee documentation, please be proactive.

**How can I check on the status of a Teaching Effort?** You can check the status using MyCharleston’s “My Workflow” tab by entering the CWID and term date (i.e. 201620) in the “CoFC_TE_Status” section. The emailed status report will show which offices have approved the Teaching Effort form and whether it is complete. Once completed, HR prints a copy for the adjunct to sign, and an unsigned digital copy is also automatically saved in BDMS.

For *new* adjunct faculty, please submit:

1) **Appointment:** Submit a *paper form* for new adjuncts who have been not previously employed at the College. Instructions and forms are online at [academicaffairs.cofc.edu/procedures-and-practices/teachingefforts](http://academicaffairs.cofc.edu/procedures-and-practices/teachingefforts). Once the form is fully approved, HR will contact the department to have the adjunct sign.
2) **Employee Paperwork:** Submit a Personal Data Sheet to HR (Adjunct Personal Data Sheet or Zero Pay Adjunct Personal Data Sheet), and then please remind new adjunct faculty that they can go online at hr.cofc.edu/employment/for-new-employees/paperwork to access their New Employee Paperwork forms to be returned to Jackie Chisolm in HR. When notified, they must appear in person in HR (Lightsey Ct, 036-B) to complete the I-9 Federal Employment Eligibility Verification form. Please remind them to bring I-9 form(s) of identification (ex: driver’s license + Social Security card -or- just a US passport). This must be completed on or before the first day of their appointment, preferably sooner. Direct deposit and payroll deduction for parking permits are available to adjuncts. Also, adjuncts will be notified about healthcare eligibility; additional information is online at hr.cofc.edu/benefits/affordable-care-act.php.

3) **Credentials:** Submit a full credentials packet, including Certification of Credentials form, official transcript, CV, and Statement of Alternative Faculty Qualifications (if needed) to Academic Affairs. Instructions and forms are online at academicaffairs.cofc.edu/procedures-and-practices/facultycredentials.

*What has to happen before a new adjunct is fully activated, assigned to courses, and paid?*

After parts (1) and (2) above are completed and approved, HR processes the appointment and employee paperwork and activates the employee, then IT notifies the department via email about the CWID, email account, and MyCharleston login, and Business Affairs prepares payroll information. Academic Affairs reviews and processes credentials (3) simultaneously, but faculty accesses for new adjuncts with approved credentials will not be effective until HR has activated the employee and IT has established a login. Once those two are in place, credentials are approved, and faculty status has been activated by Academic Affairs, the Faculty tab and OAKS access will become available to the faculty member and finally the department (or the Registrar’s scheduling team) can assign course(s) to the new faculty member.

Please communicate with adjuncts about all required paperwork and credentials well before the start of the semester. **All adjunct appointments and credentials packets are due by December 10, 2015.** Initiating forms prior to this deadline will allow time for each approver to review. Please do not ask adjuncts to report to HR to sign their appointment form until it is ready. To check on the status of a pending appointment, please check with your Dean’s Office first, rather than contacting HR, BA, or AA directly.

**Questions?**

If you have any questions, please feel free to contact us at 953-5527 or go to the Academic Affairs’ Procedures and Practices webpage (academicaffairs.cofc.edu/procedures-and-practices) to review any of this information in detail.

cc: Brian McGee, Interim Provost
    Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
    Ana Gilpatrick, Communications Coordinator and Credentials/Data Integrity Manager
    Associate Deans of Schools
    Deans’ Administrative Assistants
    Ed Pope, Vice President of Human Resources
    Sam Jones, Associate Vice President for Budgeting and Payroll Services