



MEMORANDUM

TO: Deans, Department Chairs, Departmental Administrative Assistants, and Program Directors
FROM: Beth Murphy, Assistant to the Provost for Budget and Personnel
DATE: October 15, 2017
RE: Adjunct Appointments – Spring 2018 Semester

Adjunct faculty appointments for the Spring 2018 semester may now be initiated. **Please submit all adjunct appointments and credentials by December 11 or sooner.** This deadline gives the College eight working days to process all appointments, credentials, employee paperwork, I-9 IDs, payroll, healthcare eligibility/election information, course assignments, etc. prior to the start date. Meeting this deadline will help ensure adjuncts are paid and assigned to courses on time and is important to ensure timely coverage for eligible adjuncts who elect health insurance.

Adjunct faculty will receive their first paycheck by January 31, 2018 **IF** the adjunct appointment and all necessary paperwork have been processed by HR on or before established deadlines. Employment verification processes (for new adjuncts and those with a substantial lapse in employment) must be completed in person, and Federal rules stipulate that verification of eligibility to work must be completed by HR within three working days of the first day of employment. Penalties for non-compliance can be significant.

On each appointment, please specify the correct Budget Index Number and pay amount using the following pay scale.*

Adjunct Faculty Pay Scale*

<i>Based on three-credit-hour courses</i>		
Courseload	Without a Ph.D./terminal degree	With Ph.D./terminal degree
1 course/ 3 credit hours	\$ 2,620	\$ 2,720
2 courses/ 6 credit hours	\$ 5,240	\$ 5,440
3 courses/ 9 credit hours	\$ 9,475	\$ 9,475
4 courses/12 credit hours	\$13,890	\$13,890

- * 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**, as an overload, is \$6,000.
- * In accordance with our [Faculty Overload Policy](#), the rate for other **roster faculty overload teaching** is the single-course rate for full-time adjuncts.
- * 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.

On each appointment, please include the correct start and end dates based on the table below. Please note that classes start on January 8, 2018, but the start date is adjusted to allow time for course preparation. **All new adjuncts (or previously terminated faculty who HR needs to re-verify) must submit employment paperwork and report to HR by January 2, 2018 or sooner, or they will not be permitted to start work on the scheduled date.** New adjunct faculty who would like to be paid for participation in orientation must complete their paperwork on or before orientation.

Adjunct Faculty Appointment Dates*

Term	Appointment Start Date	Appointment End Date
Spring Full Term	January 2, 2018	May 10, 2018
Spring Express I	January 2, 2018	March 9, 2018
Spring Express II	February 21, 2018	May 10, 2018

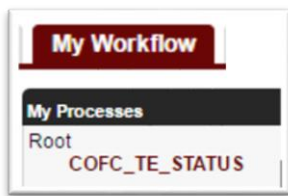
*If you need to use different starting/ending dates because of a late adjunct appointment or for some other reason, please include those specific dates on the adjunct appointment or Teaching Effort form.)

For RETURNING Adjunct Faculty - Please complete the following steps:

- A. **Appointment:** Submit an *online Teaching Effort form*. Go to MyCharleston's "Forms" tab to complete the Teaching Effort form. Please note that returning adjuncts marked "terminated" in Banner should be processed via Teaching Effort and may need to file additional paperwork with HR. [Teaching Effort instructions](#) are on our website.
- B. **Credentials:** Credentials should already be on file with the Office of the Provost. If the adjunct is teaching in a new discipline or needs new alternative qualifications approved in order to teach a course, submit new credentials materials to the dean. [Credential instructions](#) are on our website.
- C. **Employee Paperwork for HR:** Employee paperwork should already be on file in HR. If the adjunct has changes or questions, they should contact HR. Also, eligible adjuncts will be notified about their healthcare eligibility. [Employee paperwork](#) and [healthcare information](#) are on the HR website.

Adjunct faculty colleagues who have recently worked for us will not be required to go to Human Resources to sign their adjunct appointment form. Instead, they will be informed via email that the appointment has been approved. The email will include the department and the total pay for that appointment, and it will be sent to the adjunct and the initiator of the TE form. That same approach will also be used for the small number of current roster faculty members who are receiving additional pay for overload instructional assignments consistent with our overload policy.

TIP: How do I check on the status of a pending Teaching Effort?



Go to MyCharleston's **My Workflow** tab. Click **COFC_TE_STATUS**.

Enter the **CWID** and **term date** (201810). Leave **Workflow Specifics Name** blank.

Click the **Start Workflow** button and wait. You will receive an email with the status within a few minutes. The emailed status report will show which offices have approved the Teaching Effort form and whether it is complete. Once completed, it will say, "WF Completed: YES." A digital copy is automatically saved in BDMS.

For NEW Adjunct Faculty - Please complete the following steps:

- A. **Appointment:** Submit a *paper form* for new adjuncts who have not previously taught at the College. [Adjunct Appointment instructions](#) are on our website. Once the form is fully approved, HR will contact the department to have the adjunct appear in HR to complete paperwork.
- B. **Credentials:** Submit a full credentials packet, including a complete Certification of Credentials form, official transcript, and CV to the dean. [Credential instructions](#) are on our website.
- C. **Employee Paperwork for HR:** Employee paperwork must be submitted to HR. When notified, they **must appear in person** in HR (Lightsey Center basement 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 current US passport). Direct deposit is required and payroll deduction for parking permits is available to adjuncts. Also, adjuncts will be notified about healthcare eligibility. [Employee paperwork](#) and [healthcare information](#) are on the HR website.

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 11, 2017.** Initiating forms prior to this deadline will allow time for each approver to review. To check on the status of a pending appointment, please check online or with your Dean's Office, rather than contacting HR, BA, or AA directly.

Lastly, please refer to the table below and direct all new adjuncts to the [New Faculty](#) website to learn about orientation and other important on-boarding information and requirements (academicaffairs.cofc.edu/newfaculty).

Required steps before an adjunct is activated, assigned to courses, and paid:

1. Become an active Employee in Banner:

After HR processes the approved appointment (Step A) and complete set of employee paperwork (Step C), they can activate the employee in Banner.

2. Setup CWID, email, payroll, and the “Faculty” tab in MyCharleston:

Next, IT notifies the department/program via email that the CWID, email account, and MyCharleston login are ready, and Business Affairs prepares payroll information. Simultaneously, the Office of the Provost reviews credentials, but faculty access for adjuncts with approved credentials cannot be given until *after* HR and IT have activated the adjunct.

3. Be assigned course(s):

Once parts 1 and 2 are complete, the Faculty tab and OAKS access will become available to the faculty member and the adjunct may be assigned to courses. The supervisor/ assistant should share the login instructions with the adjunct. The deadline for assigning the faculty member to the course is the first day of class. Contact the RO for questions about scheduling (Scheduling@cofc.edu).

4. Login, setup CougarAlerts, and complete online trainings:

Please be sure to forward or share the login information with new faculty members once IT notifies the department/program that the Cougars domain account and email have been created. There is a link at <https://webforms.battery.cofc.edu/loginassistance> to locate a CWID if it is unknown. Faculty should login to <https://my.cofc.edu> to change the password and verify the employee information using Banner Self Service.

It is also a **requirement** for new faculty to set up CougarAlerts and to complete the required online trainings and quizzes found at <http://academicaffairs.cofc.edu/newfaculty/orientation.php>. Attendance at [New Faculty Orientation](#) is also highly recommended.

Questions?

If you have any questions, please feel free to contact us at 953-5527 or go to the [Academic Affairs Adjunct Faculty Appointment webpage](#) to review any of this information in detail.

cc: Brian McGee, Provost
Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs
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