



**MEMORANDUM**

**TO:** Deans, Department Chairs, Departmental Administrative Assistants, and Program Directors  
**FROM:** Beth Murphy, Assistant to the Provost for Budget and Personnel  
**DATE:** July 18, 2017  
**RE:** Adjunct Appointments – Fall 2017 Semester

Adjunct faculty appointments for the Fall 2017 semester may now be initiated. **Please submit all adjunct appointments and credentials by August 7 or sooner.** This deadline gives the College six working days to process all appointments, credentials, employee paperwork, I-9 IDs, payroll information, healthcare eligibility/election information, course assignments, etc. prior to the contract 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.

**For ALL Adjunct Faculty:**

Adjunct faculty will receive their first paycheck by September 15, 2017 if the adjunct appointment and all appropriate paperwork have been processed up through the Office of Human Resources 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. **Based on the contract 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 August 16 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.

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

<b>Courseload</b>	<b>Without a Ph.D./terminal degree</b>	<b>With Ph.D./terminal degree</b>
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.

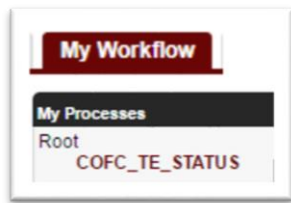
The following are the start and end dates for adjunct appointments for the upcoming semester. Please note that classes start on August 22, 2017, but the full term and Express I appointments start on August 16, 2017, allowing a week for course preparation. (If you need to use different starting/ending 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.)

<b>Term</b>	<b>Start Date</b>	<b>End Date</b>
<b>Full Term</b>	August 16, 2017	December 18, 2017
<b>Express I</b>	August 16, 2017	October 23, 2017
<b>Express II</b>	October 4, 2017	December 18, 2017

## For RETURNING Adjunct Faculty:

- 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. **Paperwork for Human Resources:** 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.

Effective with the Fall 2017 Teaching Effort forms, adjunct faculty colleagues who have recently worked for us will not be required to go to Human Resources to sign their adjunct appointment form. They will simply be informed via email that the appointment has been approved. That email will include the department and the total pay for that appointment. The email 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.



### How can I check on the status of a pending Teaching Effort?

Check the status using MyCharleston's "My Workflow" tab. Enter the CWID and term date (201720) in the "COFC\_TE\_STATUS" section. Leave Workflow Specifics Name blank. Click the "Start Workflow" button. 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:

- 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:** 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 August 7, 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.

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

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

<p><b>1. Become an Employee in Banner:</b> After HR processes the approved appointment (A) and complete set of employee paperwork (C), they can activate the employee in Banner.</p>
<p><b>2. Receive CWID, email, payroll, and faculty tab:</b> 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 <b>after</b> HR and IT have activated the adjunct.</p>
<p><b>3. Assign Course(s):</b> Once steps 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.</p>
<p><b>4. Login:</b> 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. Guidance about new accounts and passwords is provided in the emailed version of this memo. Faculty should login to <a href="https://my.cofc.edu">https://my.cofc.edu</a> to change the password and verify the employee information using Banner Self Service. It is a requirement for new faculty to set up CougarAlerts and to take and pass the Phishing Quiz, as well as the online training sessions found at <a href="http://academicaffairs.cofc.edu/newfaculty/orientation.php">http://academicaffairs.cofc.edu/newfaculty/orientation.php</a>.</p>

## 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](https://academicaffairs.cofc.edu/procedures-and-practices)) to review any of this information in detail.

cc: Brian McGee, Provost  
Deanna M. Caveny-Noecker, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Academic Affairs  
Associate Deans of Schools  
Deans' Administrative Assistants  
Ed Pope, Vice President of Human Resources  
Sam Jones, Senior Vice President for Fiscal Services