MEMORANDUM

TO: Deans, Department Chairs, Departmental Administrative Assistants, and Program Directors

FROM: Beth Murphy, Assistant to the Provost for Budget and Personnel

DATE: November 5, 2019

RE: Adjunct Appointments – Spring 2020 Semester

Adjunct faculty appointments for the Spring 2020 semester may now be initiated. Please submit all adjunct appointments and credentials by November 22 or sooner. This deadline gives the College sufficient time to process all appointments, credentials, employee paperwork, I-9 IDs, payroll, healthcare eligibility/elections, 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, 2020 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.*

<table>
<thead>
<tr>
<th>Courseload</th>
<th>Without a Ph.D./terminal degree</th>
<th>With Ph.D./terminal degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 course/ 3 credit hours</td>
<td>$ 2,800</td>
<td>$ 2,900</td>
</tr>
<tr>
<td>2 courses/ 6 credit hours</td>
<td>$ 5,600</td>
<td>$ 5,800</td>
</tr>
<tr>
<td>3 courses/ 9 credit hours</td>
<td>$ 9,900</td>
<td>$ 9,900</td>
</tr>
<tr>
<td>4 courses/12 credit hours</td>
<td>$14,200</td>
<td>$14,200</td>
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</tbody>
</table>

IMPORTANT NOTE: 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 in the COMMENTS section.

* The Retiree rate, for their first two courses, is 7.5% of the last nine-month base salary.
* In accordance with our Faculty Overload Policy, the rate for other roster faculty overload teaching is the single-course rate for full-time adjuncts, which is currently $3,550.
* 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, 2020, 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, 2020 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Appointment Start Date</th>
<th>Appointment End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Full Term</td>
<td>January 2, 2020</td>
<td>May 7, 2020</td>
</tr>
<tr>
<td>Spring Express I</td>
<td>January 2, 2020</td>
<td>March 9, 2020</td>
</tr>
<tr>
<td>Spring Express II</td>
<td>February 24, 2020</td>
<td>May 7, 2020</td>
</tr>
</tbody>
</table>

*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. Please use the COMMENTS section, as needed.
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 if they are eligible for health insurance. [Employee paperwork](#) and [healthcare information](#), including the form to request Review of Healthcare Coverage Eligibility Decision, 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.

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**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 (202020). 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.” Once fully processed, a digital copy is automatically saved in BDMS.

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For **NEW** Adjunct Faculty - Please complete the following steps:

A. **Appointment:** Submit a paper form for new adjunct faculty who do not have a CWID and 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 if they are eligible for health insurance. [Employee paperwork](#) and [healthcare information](#), including the form to request Review of Healthcare Coverage Eligibility Decision, are on the HR website.
Please communicate with adjunct faculty about all required paperwork and credentials well before the start of the semester. All adjunct appointments and credentials packets are due by November 22, 2019. 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 before an adjunct faculty member 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. **Set up 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, set up 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 log in 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 found at http://academicaffairs.cofc.edu/newfaculty. Attendance at New Faculty Orientation is also highly recommended. All are asked to RSVP.

### 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: Frances Welch, Interim Provost  
Deanna M. Caveny, Associate Provost for Faculty Affairs  
Anastasia Gilpatrick, Project Manager  
Associate Deans of Schools  
Deans’ Budget Managers  
Ed Pope, Interim Executive Vice President for Business Affairs, and Vice President of Human Resources  
Dawn Willan, Interim Vice President of Fiscal Services and Interim Chief Financial Officer  
Everett McInnis, Director of Budgeting and Payroll Services