



MEMORANDUM

TO: Deans, Department Chairs, Departmental Administrative Assistants, and Program Directors
FROM: Office of the Provost
DATE: December 1, 2020
RE: Adjunct Appointments – Spring 2021 Semester

Adjunct faculty appointments for the Spring 2021 semester may now be initiated. **Please submit all adjunct appointments and credentials by December 8 or sooner.** This deadline gives the College sufficient time to process all appointments, credentials, and course assignments prior to the start date. Meeting this deadline will also help ensure that adjuncts are paid and assigned to courses on time and is important to ensuring timely coverage for eligible adjuncts who elect health insurance.

Adjunct faculty members will receive their first paycheck by January 29, 2021, **provided** the adjunct appointment and all employment paperwork (*i.e.* work eligibility documents, personnel forms, healthcare election forms, etc.) have been submitted by the new adjunct faculty member and processed by HR on or before established deadlines. Employment eligibility documents (for new adjuncts and those with a substantial lapse in employment) must be presented in person, and Federal rules stipulate that work eligibility must be verified by HR within three working days of the first day of employment, with significant penalties for non-compliance. During the pandemic, new adjunct faculty must schedule an appointment in order to present their work eligibility documents. Please email hoganl@cofc.edu for an appointment.

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

Adjunct Faculty Pay Scale*

Based on three-credit-hour courses

Course load	Without a Ph.D./terminal degree	With Ph.D./terminal degree
1 course/ 3 credit hours	\$ 2,800	\$ 2,900
2 courses/ 6 credit hours	\$ 5,600	\$ 5,800
3 courses/ 9 credit hours	\$ 9,900	\$ 9,900
4 courses/12 credit hours	\$14,200	\$14,200

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 clearly noted on the appointment form or noted on Teaching Effort form in the **NOTES 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 correct start and end dates based on the table below. Please note that classes start on January 11, 2021, 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 present work eligibility documents to HR by January 4, 2021 or sooner, or they will not be permitted to start work as scheduled.**

Adjunct Faculty Appointment Dates*

Term	Appointment Start Date	Appointment End Date
Spring Full Term	January 4, 2021	May 6, 2021
Spring Express I	January 4, 2021	March 11, 2021
Spring Express II	March 1, 2021	May 6, 2021

*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 NOTES 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. Please contact Laurie Hogan in Human Resources if an adjunct shows as "terminated." For more information, view [Teaching Effort instructions](#).
- 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, then submit new credentials materials to the dean. View [Credential instructions](#) or email faculty-credentials-group@cofc.edu.
- 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, adjuncts will be notified if they are eligible for health insurance. [Employee paperwork](#) and [healthcare insurance 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.

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** (202110). 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 the faculty member's BDM record in [Banner](#).

For NEW Adjunct Faculty - Please complete the following steps:

- A. Appointment:** Submit a *paper form* for new adjunct faculty members who do not have a CWID and who have not previously taught at the College. View [Adjunct Appointment instructions](#). 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. View [Credential instructions](#).
- 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 (e.g. official photo ID or 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 coverage 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 December 8.** 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, Business Affairs, or the Office of the Provost 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 above) and has received a complete set of employee paperwork (Step C above), they can activate the new employee in Banner.

2. Set up CWID, email, payroll, and the "Faculty" tab in MyCharleston (or its successor system):

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 or administrative assistant should share the login instructions with the adjunct. The deadline for assigning the faculty member to their course(s) in Banner is the first day of class. Contact the Registrar's Office for questions about scheduling (Scheduling@cofc.edu).

4. Log in, 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, with attendance expected at certain sessions. New faculty are asked to RSVP.

Questions?

If you have any questions, please feel free to contact us at 843-953-5527 or go to the [Academic Affairs Adjunct Faculty Appointment webpage](#) to review any of this information in detail.

cc: Associate Deans of Schools
Deans' Budget Managers
Ed Pope, Vice President of Human Resources
Dawn Willan, Interim Vice President of Fiscal Services
Everett McInnis, Director of Budgeting and Payroll Services