THE COLLEGE OF NEW JERSEY
OFFICE OF HUMAN RESOURCES

Adjunct Faculty Hiring Guide

Summer & Fall 2024

Adjunct Faculty Hiring Guide: Summer & Fall 2024

Contents

Adjunct Faculty Hiring Guide: Summer & Fall 2024

Welcome!

Summer and Fall semesters are quickly approaching and planning is underway for adjunct faculty members' hiring for the upcoming sessions. This guide contains rate information, the payroll schedule, and hiring instructions for hiring managers and those who assist in the hiring process. There are instructions on Creating a Requisition for Adjunct Faculty and other hiring resources under the Careers tab, Resources, Guides, and Processes. If you still have questions, register for a Hiring Manager Q&A session!

Please be advised that the HR point of contact for the adjunct hiring process is Fox Parks. For questions regarding adjunct hiring please submit a ticket through the HR Portal under the recruiting/onboarding service catalog.

Semester Contract Dates

Below you will find dates related to adjunct hiring. Contract start and end dates align with the payroll schedule. **Offer letters should always reflect the contract start and end dates listed below**. For late hires, the effective date listed on the contract will prorate the total compensation.

Summer Session	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
1	May 18, 2024	June 15, 2024	2 Biweekly Pay Period
2	June 1, 2024	July 13, 2024	3 Biweekly Pay Period
3	July 13, 2024	August 24, 2024	3 Biweekly Pay Period

Fall Session	Contract Start Date	Contract End Date	Salary Basis (Pay Frequency)
1	August 24, 2024	December 14, 2024	Biweekly Adjunct

Adjunct Faculty Hiring Guide: Summer & Fall 2024

Adjunct Faculty Rates

By definition, an adjunct is an employee whose *primary* role at the College is that of an adjunct faculty member. Adjunct faculty members are compensated based on the number of semesters worked. These rates are determined by the AFT Adjunct Faculty Bargaining Unit Contract. Adjunct Faculty may not exceed 6 FWH or teach more than 2 courses per semester, except in cases involving a lab or non-lecture course in which they could not exceed more than 8 FWH. Union approval is necessary in cases that exceed the limit and will need to be attached to the requisition.

Semesters	Summer 2024	Fall 2024
1 - 12	$2,085	$2,260
13+	$2,170	$2,345

Overload Rates for Staff & Faculty with an Adjunct Contract

TCNJ faculty and staff may also hold adjunct faculty member roles, and when they do, they receive overload rates. These rates are determined by the AFT Faculty Bargaining Unit Contract, but unlike the compensation rate for adjunct faculty members, these rates change periodically based on the semester and year, not the number of semesters worked.

Rank	Summer 2024	Fall 2024
Professor, Associate Professor, Assistant Director In Library, & Librarian I	$2,145	$2,315
Assistant Professor, Instructor, Librarian II, Librarian III	$2,085	$2,260
Professional Staff	$2,085	$2,260

The Approval for Staff to Teach as an Adjunct form is required for full-time staff who will be teaching outside their normal duties and will receive compensation for the assignment that takes place during normal working hours. The form should be attached to the requisition before submitting it for approval. This form is located in the Careers.TCNJ website under the forms section.

Adjunct Faculty Hiring Guide: Summer & Fall 2024

Adjunct Faculty Pay Schedule

The compensation paid to an adjunct faculty member will occur as per the pay periods indicated in the contract. Any changes made during the semester to adjunct employment will need to be submitted by the '**Due to HR**' date. Changes submitted after this date will go into effect the following pay period.

Summer Session 1 (3 weeks)

Pay Period	From	To	Due to HR	Pay Date
12	05/18/2024	05/31/2024	05/27/2024	06/07/2024
13	06/1/2024	06/14/2024	06/10/2024	06/21/2024

Summer Session 2 (5 weeks)

Pay Period	From	To	Due to HR	Pay Date
13	06/01/2024	06/14/2024	06/10/2024	06/21/2024
14	06/15/2024	06/28/2024	06/24/2024	07/05/2024
15	06/29/2024	07/12/2024	07/08/2024	07/19/2024

Summer Session 3 (5 weeks)

Pay Period	From	To	Due to HR	Pay Date
16	07/13/2024	07/26/2024	07/22/2024	08/02/2024
17	07/27/2024	08/09/2024	08/05/2024	08/16/2024
18	08/10/2024	08/23/2024	08/19/2024	08/30/2024

Fall Semester

Pay Period	From	To	Due to HR	Pay Date
19	08/24/2024	09/06/2024	09/02/2024	09/13/2024
20	09/07/2024	09/20/2024	09/16/2024	09/27/2024
21	09/21/2024	10/04/2024	09/30/2024	10/11/2024
22	10/05/2024	10/18/2024	10/14/2024	10/25/2024
23	10/19/2024	11/01/2024	10/28/2024	11/08/2024
24	11/02/2024	11/15/2024	11/11/2024	11/22/2024
25	11/16/2024	11/29/2024	11/25/2024	12/06/2024
26	11/30/2024	12/13/2024	12/09/2024	12/20/2024

Adjunct Faculty Hiring Guide: Summer & Fall 2024

Step-by-Step Adjunct Faculty Hiring Instructions

The hiring process for adjunct faculty members is initiated at the department level but includes the Office of Human Resources (HR) and the Information Technology (IT) Division. Detailed step-by-step instructions for the adjunct hiring process are below.

All new adjunct faculty members and those returning after a break of **three years or longer,** must undergo a background check and complete a Form I-9 if their documents are not up to date.

Process for New Hires & Rehires
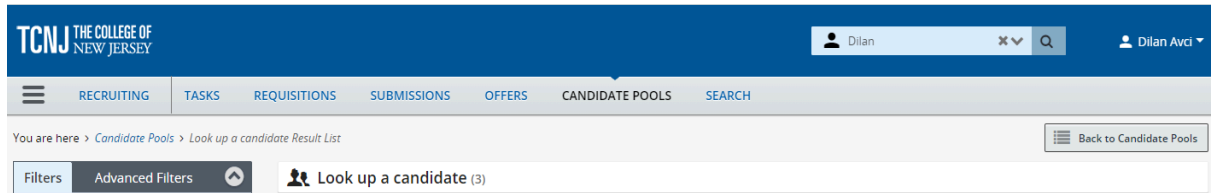
A rehire, for purposes of this process, is a candidate who TCNJ has employed as an adjunct faculty member within the last 365 days. Step-by-step instructions are as follows:

1. The department creates adjunct faculty member requisitions and submits them for approval. Before submitting for approval the default roles within Taleo must be corrected.
   a. The **Hiring Manager** listed on all adjunct requisitions and offer letters should be the **Dean or the designee** of the school and the first approver.
   b. The **Recruiter** should be listed as **Fox Parks**.
   c. Those monitoring the requisition(s) can be listed as the **Hiring Manager Assistant** and/or **Recruiter Assistant**. The recruiter assistant does not receive notifications.
   d. The role of **Collaborator** can also be assigned but has read access only.
      i. All requisition titles should be the Department, Term, and Year. Do not use special characters such as: !?&*().
      ii. Do **not** use the *duplicate requisition* feature, this will cause issues with Taleo integrations. **Your changes will not save if you duplicate a requisition**.
2. HR, the Hiring Manager, and the Hiring Manager Assistant will receive an email when the requisition is fully approved.
3. HR will post the position or provide the direct hire link. Unless specified in the requisition, it will be posted for 60 days.
4. Applicants apply and the department creates and submits the offer for approval.
5. Upon approval, the department extends the offer to the candidate.
6. The candidate accepts the offer.
7. HR starts the onboarding process (background check and I-9, if applicable). Upon completion of employment requirements, and processing the employment contract, HR will send the employee, hiring manager, and hiring manager assistant a **confirmation email** that contains the employee's TCNJ email address and employee ID number along with additional action items. The receipt of this email authorizes employment with The College.

Adjunct Faculty Hiring Guide: Summer & Fall 2024

How to Manually Add a Candidate to a Requisition

1. Search for the candidate by name in the search bar at the top.

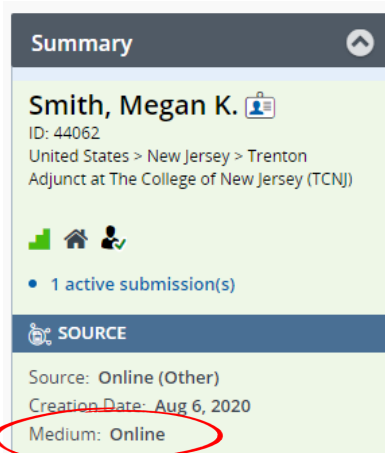2. If the candidate has multiple profiles use the **Online** profile. <u>**Do not use Import profiles.**</u>
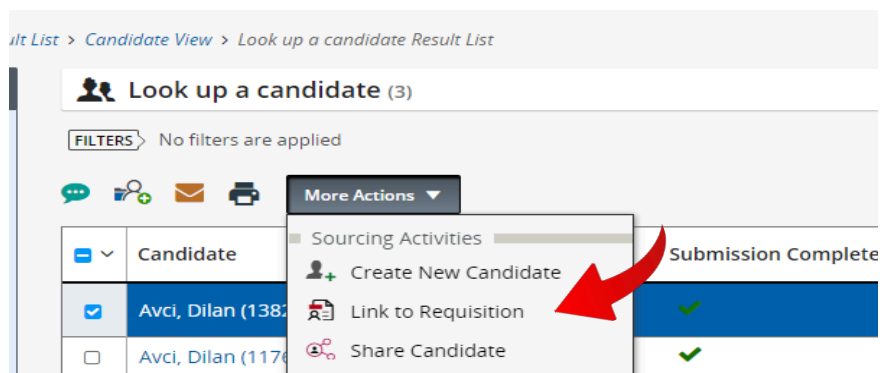
3. Select the Online Candidate profile → **More Actions** → **Link to Requisition.**

This can also be completed under the Candidate profile page.
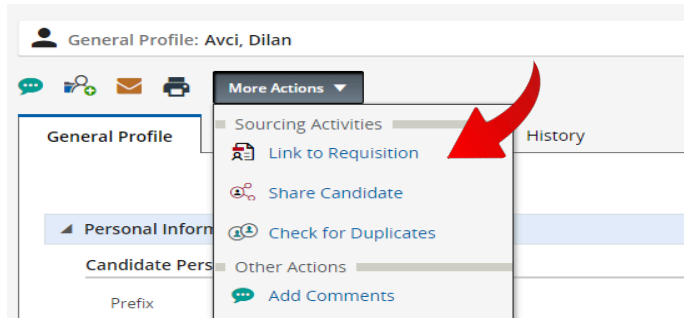
4. Ensure that you are viewing the requisitions that are in the correct status by using the status filter, and choosing the desired requisition from the list that populates. Select the requisition → **Link to Requisition**. It is not necessary to send the candidate an email when prompted.
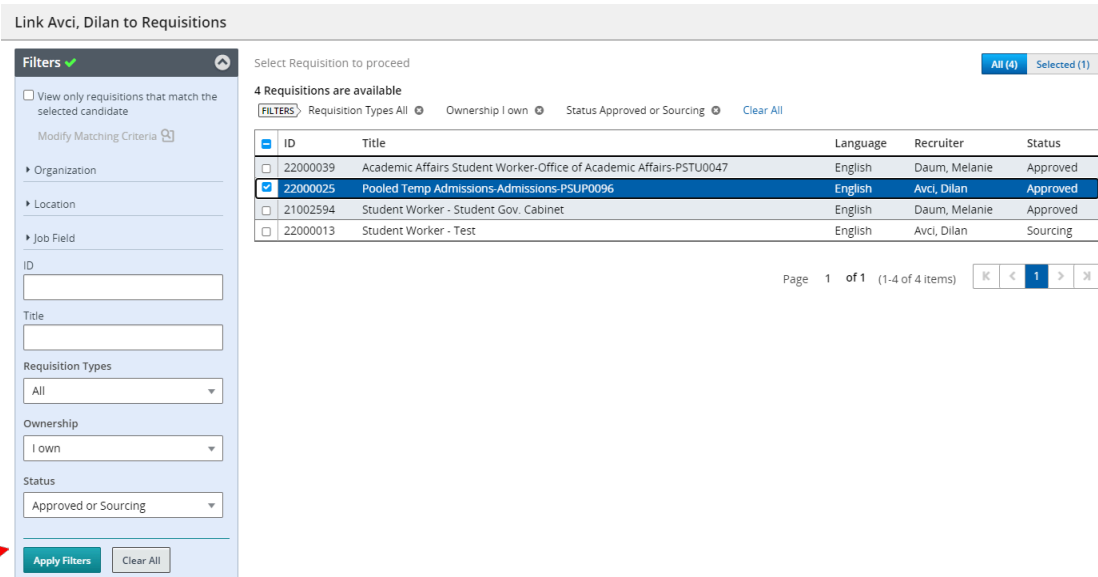
5. Once the candidate has been linked to the requisition, move them to the **Offer/ Offer to be Made** step status using the More Actions drop-down. **Note**: To create an offer, the candidate **_must_** be in the offer-to-be-made status.
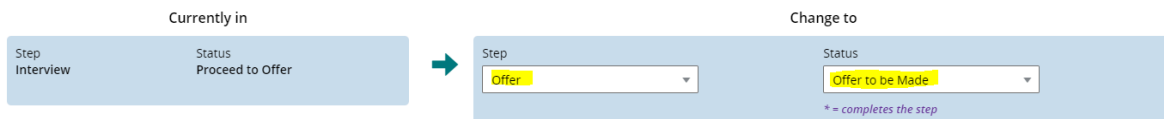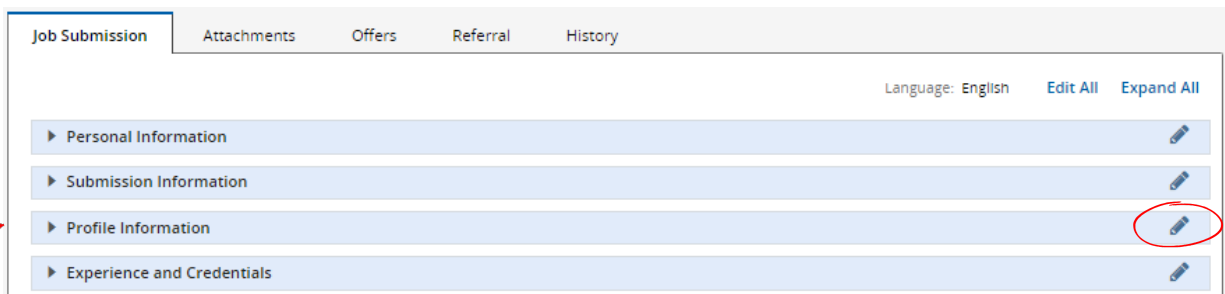
Adjunct Faculty Hiring Guide: Summer & Fall 2024

How to update Adjunct Profile Information

Before creating an adjunct offer letter, you will need to update the **Profile Information** as this feeds the offer letter directly. To ensure accuracy the profile information needs to be updated each time an offer is created.

1. Locate the profile information on the candidate's submission profile and update the necessary fields.
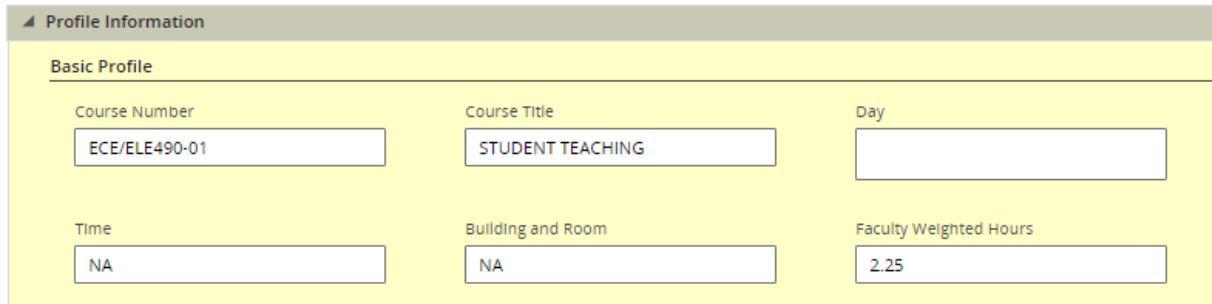
2. Complete the fields for the courses as applicable. Individual course FWH can be included here.
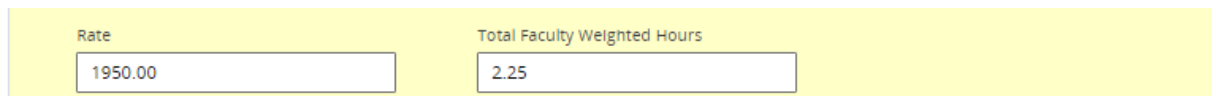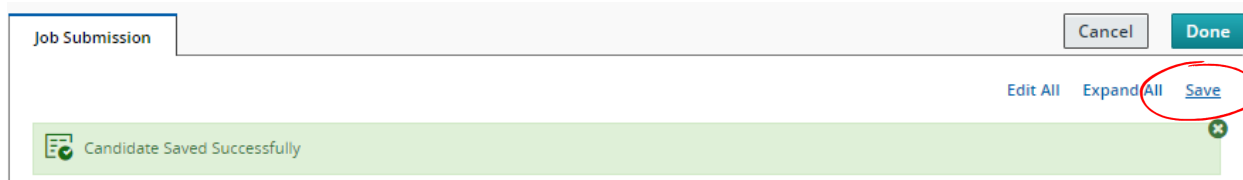
3. The **Rate** and **total FWH** can be added at the bottom of the profile information section.

4. Save and close this section before creating the offer letter.

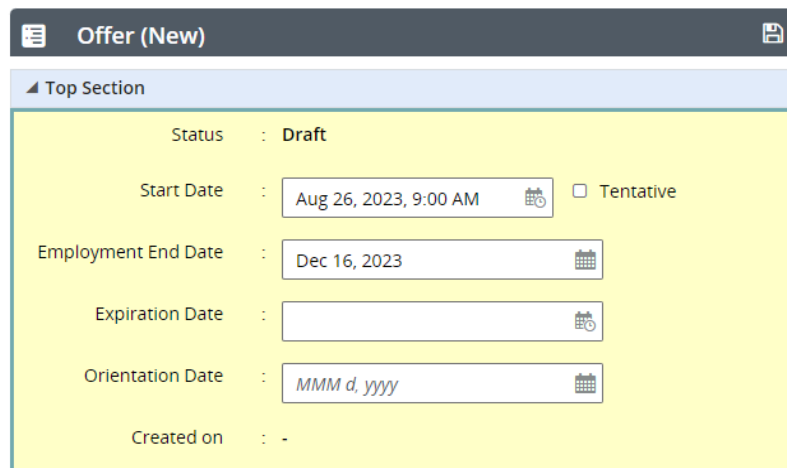# Adjunct Faculty Hiring Guide: Summer & Fall 2024

Creating an Adjunct Offer Letter in Taleo

1. Under **More Actions** select **Create Offer.**
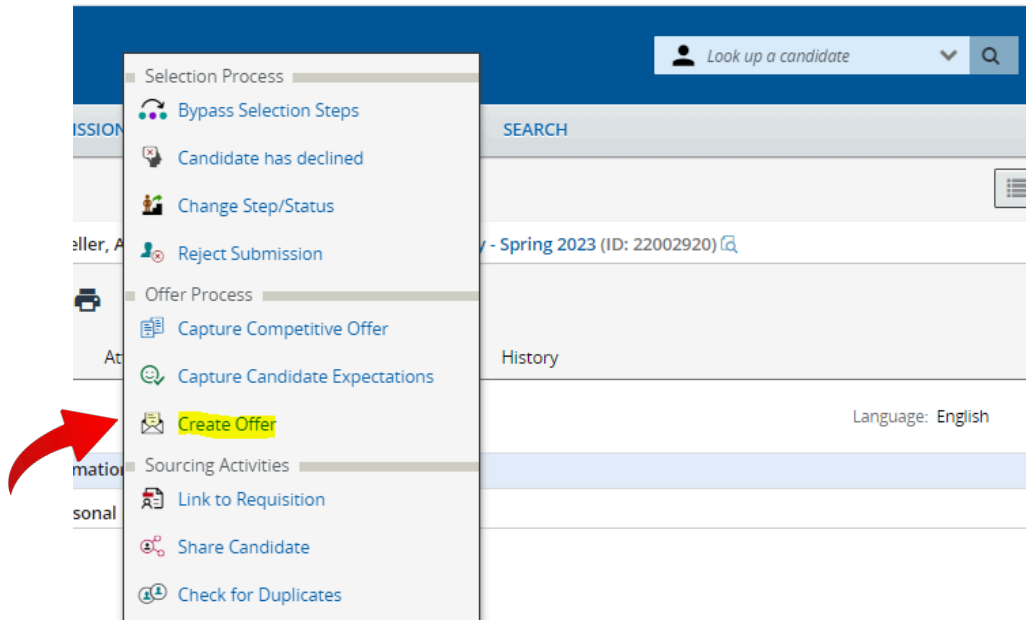
2. In the **Top Section**, add the **Start and End Dates that align with the contract dates listed on page 3.** <u>Delete the Expiration and Orientation date fields.</u>

3. **Annualized Salary***: Total compensation of the assignment
   Currency*: US Dollar (USD)
   Pay Basis*: Biweekly. <mark>**Do not use the calculator icon.**</mark>
   Salary (Pay Basis)*: The total compensation of the assignment, or the Annualized Salary divided by the number of pay periods/frequency of the pay. This will be a dollar amount.
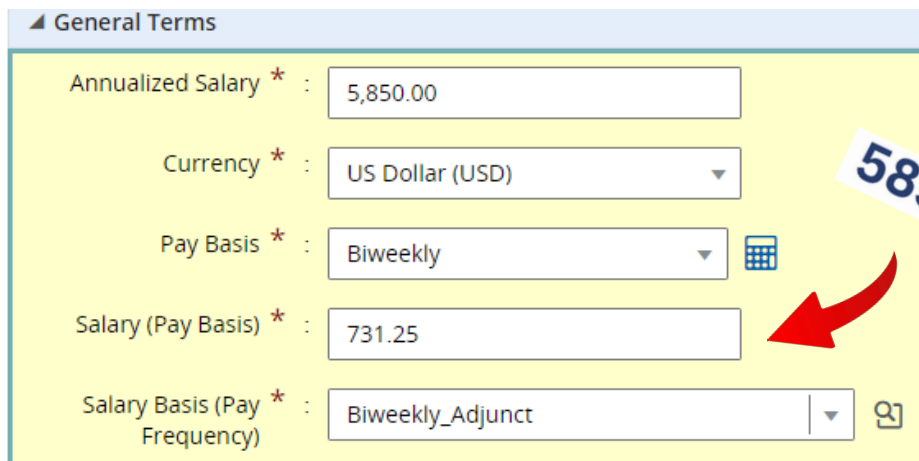   **Salary Basis (Pay Frequency)***: Type the frequency code (see below) directly into the field and select it in the drop-down. The Fall/Spring semester is 8. Winter and Summer Session pay frequency will vary.

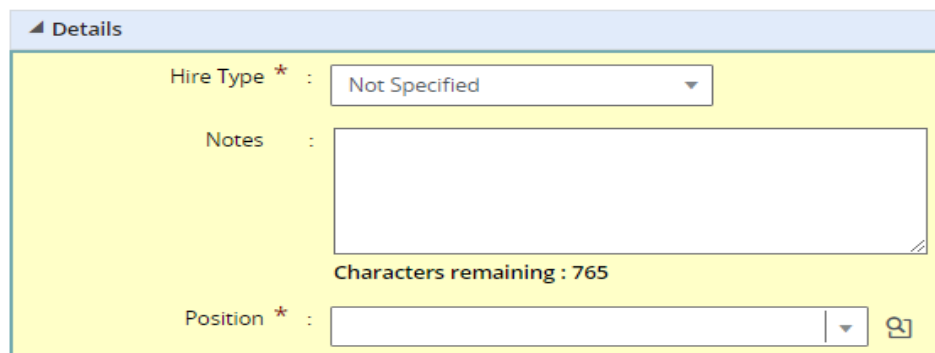 | | |
   |---|---|
   | Summer Session 1 pay frequency: | **2_biweekly_Pay_Period** |
   | Summer Session 2 pay frequency: | **3_Biweekly_Pay_Period** |
   | Summer Session 3 pay frequency: | **3_Biweekly_Pay_Period** |
   | Spring/Fall Sessions pay frequency: | **Biweekly_Adjunct** |

4. **Hire Type***: <u>Rehires</u>: Adjunct/Student Rehires
                 <u>New Hires</u>: External New Hire
   Position*: Pooled Adjunct, Department Name (**Ex**: Pooled Adjunct Engineering).

Adjunct Faculty Hiring Guide: Summer & Fall 2024

5. Select **Create letter from template** and choose from the list provided.

6. Scroll up and select **Save and Close** after completing all required fields.

7. Submit for **Approval** and extend the offer via **E-Offer** once fully approved.
   - The Dean should be listed as an approver on **all** offer letters

Adjunct Faculty Hiring Guide: Summer & Fall 2024

Canceling or Revising an Employment Contract

Employees who are no longer scheduled to teach should have their contract canceled immediately by contacting The Office of Human Resources and completing the Employment Contract Change Request form. HR **cannot** process changes without the full completion of the contract change request form. If you have any questions about this process please contact Fox Parks.

Below are the steps to revise a contract:

1. The Hiring Manager or Hiring Manager Assistant will facilitate this process and coordinate with HR by completing the **Employment Contract Change Request form.**
2. HR will rescind the contract and notify the department when it is ready for revision via Taleo email notification.
3. The Hiring Manager or Hiring Manager Assistant will update the contract in Taleo and mark it as "**Revised**" at the top in red by typing directly into the contract before submitting it for approval.
4. The Hiring Manager or Hiring Manager Assistant will submit the revised contract for approval.
5. Upon approval, the Hiring Manager or the Hiring Manager Assistant will extend the revised offer to the adjunct.
6. The adjunct will accept the revised contract.
7. HR will process the changes per the Payroll schedule.

Note: Any contract changes submitted for the reason of **reassignment** or **cancellation** 2 weeks before or after the first class taught may be entitled to compensation per the AFT agreement.

Post-Hire Processes

An adjunct faculty member will appear as *Hired* in Taleo once HR has fully processed the contract. The employee, hiring manager, and the hiring manager assistant will receive a **confirmation email.** The receipt of this email authorizes employment with The College.

Note: If an adjunct faculty member is in *Hired* status and the department representative is unable to add them to their course(s) in PAWS, or the adjunct reports their inability to log into Cloud, **please open a ticket through the HR Portal**. If there are technical difficulties Human Resources will work with IT to rectify any issues.

Adjunct Faculty Hiring Guide: Summer & Fall 2024

F.A.Q

Who is required to submit the Approval to Teach as an Adjunct form?

Any current full-time employee who wishes to teach with an adjunct contract must complete the form and attach it to the requisition before committing to teach. See page 4 for instructions.

Who should be the Hiring manager for adjunct requisitions?

The Dean of the school (or designee) will need to be the hiring manager as they are then assigned as the direct line manager in Oracle when hired from Taleo. If the Dean is not the HM, HR will need to manually correct it.

What could be a possible explanation for an adjunct having issues accepting their offer?

1. The offer letter has expired and will need to have the expiration date updated.

2. A Password reset is needed. Contact HR if an adjunct is having issues.

3. The adjunct is accessing Taleo through TCNJ Today, not the offer letter notification link. Going through the TCNJ website will create authentication errors.

4. The offer letter is attached to the wrong profile submission in Taleo. See page 7 for more information.

When is the I-9 and Background check initiated in the hiring process for New Hires?

HR will send the I-9 and Background check upon the receipt of an accepted offer letter.

Can I make changes to my requisition after it is submitted?

The department cannot alter a requisition after it is submitted for approval or has been approved. Reach out to your HR representative to make any corrections.

What if an offer letter is rejected by an adjunct when they meant to accept it?

The offer will need to be recreated and resubmitted for approval.

Where would I update the offer letter data before creating the offer letter?

Locate the profile information under the submission to add the course information and their adjunct rate.

How would I complete an adjunct requisition for New and Rehired employees? (Blanket Requisition Instruction)

Treat the blanket requisition as if you were using it for a new hire - it will be posted. Any rehires can be linked to the requisition as normal.

Adjunct Faculty Hiring Guide: Summer & Fall 2024

When is the contract change request form needed?

A contract change request submission is needed when the adjunct has been 'hired' in Taleo. If they have not been hired, create a new offer letter and submit it for approval. You __must__ indicate this as a revised contract by inserting 'revised' in red at the top of the offer letter.

What method is best when extending an offer letter to a candidate?

E-offer is the only method that should be used. *E-Offer allows the candidate to accept the offer via the link – all other forms do not have this capability.*

What status does a candidate need to be in to create an offer letter?

Once the candidate is linked to a requisition, and the profile information has been updated, check to make sure they are in the 'offer to be made' status before trying to create an offer letter.

When can an adjunct exceed the 6 FWH limit? What is needed if they exceed the limit?

Per the AFT agreement, a true adjunct can only teach 2 courses per semester or 6 FWH in a given semester unless those instances involve labs or other non-lecture courses in which case the caseload will not exceed 8 FWH. Union approval is required and will need to be attached to the requisition if an adjunct exceeds these requirements.

For more helpful tips on hiring adjuncts view this **Taleo Training and Adjunct Hiring Presentation**.

For further inquiries regarding the hiring process for Adjunct Faculty members, contact HR via the **HR portal**.

HR Portal

HR uses a client portal with a ticketing system, knowledge base, and a comprehensive list offerings and services. You can request assistance as well as review articles to help answer common questions.

VISIT WEBSITE