

Workflow for Hiring New/Rehire Adjunct Faculty

A. Workflow for Hiring New/Reactivated Adjunct Faculty

1. DEPARTMENT chairperson/representative sends a completed Adjunct Appointment Form and CV/resume to the Deans' Office (Rehires only need the completed Adjunct Appointment Form). The rank at initial appointment is adjunct lecturer at the initial appointment hourly rate (see <http://www.psc-cuny.org/contract/article-24-salary-schedules> for current rates) unless a written request for a higher rank is made by the chairperson and also accompanies the paper work. **All appointments at a higher rank must be approved by the Provost.** The college generally will match another CUNY campus rank/step; however, it is not automatic, even for candidates with a doctorate. It will be confirmed that the highest degree is from an accredited institution; other indicators of achievement will be reviewed. The college does not upgrade rank in the middle of the semester or give raises retroactively. If, for example, an adjunct is awarded an October degree, the chair can request a reclassification for the following semester, but not a reclassification for the current semester. Please make sure the new hire is aware of these policies. The department should provide the new adjunct with necessary materials such as course materials, the link to documentation needed by OFSR (<http://www.citytech.cuny.edu/ofsr/forms.aspx> New Employee Resource Center-Getting Started), and basic information on using BlackBoard through the CUNY portal (<http://www.cuny.edu>), the Faculty Commons (<http://facultycommons.citytech.cuny.edu/>), and CUNYfirst (<http://www.citytech.cuny.edu/cunyfirst/>)

The chairperson/departmental representative should instruct the new hire/rehire to submit the completed documentation, along with unexpired acceptable identification and Social Security Card to Office of Faculty and Staff Relations (OFSR) Reception Area, Namm 305, 718.260.5353 and remind them that the required documentation, especially the I-9 must be completed before the commencement of classes.

2. NEW ADJUNCT faculty need to complete an I-9 (<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>) and presents ID from the "List of Acceptable Documents" sheet to Office of Faculty and Staff Relations (OFSR) Reception Area, Namm 305, 718.260.5353 as soon as possible; before the start of classes, along with the other required documentation. REHIRES should bring ID, complete the W-4, IT-2104, I-9 Form, Direct Deposit Form (optional), and Personal Data Form at (<http://www.citytech.cuny.edu/ofsr/forms.aspx> New Employee Resource Center – Getting Started). Other required documents include the original Social Security Card and the names and address of professional references for the past 10 years who can confirm dates of employment found on the CV/resume. The adjunct must make arrangements to have original transcript for the highest degree earned mailed from the academic institution to City Tech. For non-citizens, photo identification and proof of eligibility to work in the US (i.e. E.A. Card, Permanent Res. Card, work permit/visa, I-20 form, foreign passport with Visa and I-94) are also required. You can opt for direct deposit or to pick up your check at the college. For those wishing direct deposit a voided check is needed. Pay checks will be available for pick up at Bursar's Office on the designated paydays. New employees will not be issued ID cards until they have an Employee ID Number. The Employee ID Number cannot be issued until the employees record has been created in CUNYfirst. **Failure to complete paperwork in a timely fashion will delay payment and access to City Tech e-mail, student/classroom information through CUNYfirst and BlackBoard - important reasons to complete paperwork promptly!**

3. DEAN'S OFFICE reviews paperwork (completed Adjunct Appointment form, CV/resume and any request for hiring rank) and sends an email to the Evening Office (attn. Kathy Wilson), Department Chairperson/Representative and OFSR (attn. Constance "Connie" Tate and Maureen Whittle) with an attached CV/resume and completed Adjunct Appointment form. For requests for initial appointment at a higher rank, please include the Provost's Office (attn. Imelda Perez) in this email. The subject line should be: NEW ADJUNCT HIRE- DEPT. - ADJUNCT NAME (Last, first) or NEW ADJUNCT HIRE – DEPT.-

ADJUNCT NAME (Last, first) WAIVER REQUEST, respectively. Provost makes determination on request for higher rank and informs the department, dean and the Evening Office.

4. EVENING OFFICE forwards pay rate and rank of new hires to OFSR and also assures that information is transmitted to the Payroll Department.
5. OFSR requests Position Number from the Business Office (this may take a couple of days). Once the Position Number is obtained and the new adjunct returns the completed new hire packet, OFSR creates the new adjunct record in CUNYfirst. OFSR will email the dean's office, the department, the Evening Office and the Provost's Office to confirm that the adjunct record has been created.
6. CUNYfirst instructor security roles for faculty are assigned by OFSR. Department/Deans' Office, depending on usual protocol, enters the new adjunct assignment (course, section number) into CUNYfirst and prepares the work load. New adjunct now has access to the roster, BlackBoard and other CUNYfirst features.

B. Processing of Adjunct Payments

7. Deans' Assistants prepare spreadsheets summarizing names, assignments and other needed information for adjunct payment and forwards to the Evening Office
8. Evening Office reviews for completeness and forwards to the Payroll Office and OFSR

C. Activities to Assure Timely Payment

9. Chairs are notified of all deadlines
10. CUNYfirst reports are run to see which sections are still missing instructor assignments and chairs are notified

D. Activities to Assure Communication with Adjuncts

11. Chairs are asked to provide adjuncts with payment calendars and to also post them on departmental bulletin boards. Calendars are available on the Evening and Summer Office website. Chairs should let adjuncts hired after the Payroll Office deadline know that they will not receive payment on the first pay date but that they should be paid for all missing pay periods on a subsequent pay date, and that they are eligible for an advance on the missing pay check date, (they should contact the Evening Office at: eveandsummersessions@citytech.cuny.edu to arrange this) if no payment is received.