



As of 1/27/09 - Adjunct Faculty Frequently Asked Questions Relative to Employment and Pay

**Can my resume be considered for more than one Department?** *Yes, as long your resume reflects that you meet the minimum qualifications that the Department is requesting.*

**How do I know what a Department is requiring in order to be considered for part-time teaching?** *We have posted on the UMES website the minimum qualifications for each Department.*

**How do I know that my resume has been received?** *A letter will be sent to you confirming that your resume has been sent to the Department (s) you indicated.*

**As a full time employee, how many classes may I teach as a part-time faculty?** *Full-time employees may teach up to nine (9) credit hours.*

**Is permission required from my supervisor in order to teach if I am a UMES employee?** *Yes, you must complete a Secondary Employment Form in order for HR to process the Appointment Recommendation Form.*

**How many letters of recommendation are required?** *Three professional letters are required with original signatures.*

**Where should the resume and letters of recommendation be sent?** *The resume/recommendations should be sent to the HR Office. Once the resume is reviewed it will be sent to the Chair of the Department for review. The resume should have a cover letter attached indicating what Department you wish to teach in.*

**Are official transcripts required?** *Yes, official transcripts must be sent directly from the institution to the HR Office.*

**When are the transcripts required?** *After you have been made an offer to teach you should immediately request the transcript. HR allows two weeks for transcripts to arrive. If there are special circumstances preventing the transcripts from being sent, a letter must be sent from the registrar at the institution explaining why the transcript is being held and confirming that all degree requirements have been met.*

**What if I am a UMES graduate?** *You must request from the UMES Registrar's Office that the transcript is sent to HR.*

**Is there a background check required?** *Yes, the University is now completing background checks for new hires. A Notification of Release will be sent with the letter of acknowledgement.*

**Do I return my contract to HR?** *No, contracts should be returned to Academic Affairs.*



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**Is there a deadline for the return of my contract?** *Yes. Fall contracts should be returned by August 23, and Spring contracts should be returned by January 15.*

**Who do I contact to locate my contract?** *Contact the Department issuing the contract which is responsible for locating the contract. Once they locate the contract, they will provide you with the status of the contract.*

**Will HR take faxed copies of the payroll/personnel documents?** *No, all payroll/personnel forms must be originals.*

**I am unable to come in before the HR Department closes to complete paperwork, can the forms be mailed to me?** *Yes, the forms can be mailed or e-mailed. However, keep in mind the completed forms cannot be e-mailed. Original signatures are required.*

**How often will I need to update my payroll/personnel forms?** *You will need to update the W-4 annually. If you terminate from the University for three years or longer you will need to complete a new I-9 and other forms as necessary upon rehire.*

**When do I receive my first paycheck?** *An employee can expect to receive a payroll check once all information has been received in the Office of Human Resources prior to posted payroll due dates.*

**How is the payment determined?** *The payment is based on position title, number of students and course credits.*

**What are the official contract dates for part-time faculty?** *Contract dates for all part-time personnel are dependent upon the start and end date of each academic session. The appointment cannot exceed one semester.*

**What do I do about a change of address?** *If you have a change of address, you will need to update your data in the PHR system and complete a manual change of address form in the Office of Human Resources. In addition, you will need to give your new address to your employing Department. Please follow the same procedures for name changes. This process will avoid delays in contract processing and payment.*

**How is my salary paid for my contract period? Can my pay be reduced based on the number of students?** *All Adjunct Faculty receive a flat rate for teaching courses. The flat rate is spread over the pay periods that are a part of the employment/contract dates. This salary spread could result in different bi-weekly payments for the Fall and Spring Semesters although the amount of the contract may be the same. Yes, your pay can be adjusted, or reduced, based on the number of students. If there is not a minimum of seven (7) students for a course, Adjunct Faculty are paid \$250 per student.*



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**Why can't I receive benefits if I am teaching four courses?** *The University hires employees in many capacities. Adjunct Faculty are hired based on meeting certain degree requirements and only if needed to teach a course; therefore no benefits such as insurance or tuition remission are offered for this employment category.*

**Why do I have to sign a new contract each semester?** *A new contract is required to be signed each semester to verify that the adjunct is willing to teach a certain course for a certain amount of money. If there is no signed agreement to the terms, there is no contract.*

**Why do I have to complete a new direct deposit form each semester?** *A new direct deposit form must be completed each semester because adjunct Faculty are hired only as needed and the payroll system has no way of knowing who will or will not return; therefore, these records are deleted to avoid "non-active pay files" in the system.*

**When will my direct deposit start?** *Once a direct deposit form has been completed by the employee, the form is submitted to the Central Payroll Bureau for "pre-note" processing. This process usually takes about three pay periods. If you are interested, the direct deposit form should be completed as soon as you decide to accept employment at the University.*

**How do I obtain copies of my pay stubs since I have direct deposit and do not receive paper copies?** *Copies of your pay stubs may be obtained by logging on to the State of Maryland POSC (Payroll Online Service Center) website or by logging on to the UMES PHR (Payroll Human Resources) website. Instructions for logging onto either of these systems may be obtained from the Office of Human Resources.*

**When should my contract be returned in order for me to get paid?** *The Academic Affairs Office has specific deadlines that contracts are to be returned to their office. Please be advised that the payroll office works against set deadlines. Once contracts are returned to the Academic Affairs Office further processing takes place in the Administrative Affairs before the contracts reach payroll. Contracts that are not in payroll prior to payroll closing will not be processed for that pay date but will be processed the next possible pay date. Nothing can be added to payroll for payments once the system shuts down.*

**How do I obtain a copy of my W-2?** *A copy of your W-2 may be obtained by logging on to the State of Maryland POSC (Payroll Online Service Center) website. Instructions for the website may be obtained in the Office of Human Resources.*

**How do I complete my timesheet?** *Adjunct Faculty use the Faculty Form VII to record time on a monthly basis. Ask the Department's administrative assistant for the form and assistance.*

**Where are the pay periods listed?** *Pay periods are listed on the Payroll Submission & Distribution Schedule sheets in the Office of Human Resources.*



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**Where can I find University and University System of Maryland policies on discrimination, sexual harassment, domestic violence, and similar concerns?** *The Director of Human Resources, Ms. Marie Billie, Esq., is the University's Equity Officer and can advise on UMES and USM policies in these areas. A number of policies are distributed as part of the employment intake process (i.e., substance abuse and domestic violence). In other instances, training is conducted annually or semi-annually (i.e., sexual harassment).*