

Adjunct Addendum: Welcome to UNT!



Welcome to UNT! We are glad to have you as part of our Mean Green family. This addendum is resources of information for you and provides helpful information related to your appointment.

The [UNT Policy Manual](https://policy.unt.edu/policy-manual) contains the official policies and procedures of the University of North Texas. All adjunct faculty members should acquaint themselves with the Policy Manual which can be found on the web at <https://policy.unt.edu/policy-manual>

Adjunct faculty should be aware that colleges, schools and departments may have additional policies and procedures unique to the unit that they need to familiarize themselves with as well.

Adjunct faculty are required to complete or attend the following:

College/school or departmental faculty orientations and/or required faculty meetings.

New adjunct faculty and those rehired, with more than a one-semester break in service (excluding summers), are **required to complete [on-line new adjunct orientation](#)**. As part of the orientation adjuncts faculty members can learn about benefits and how to enroll in various benefit plans, if applicable.

Adjunct faculty appointed at .50 FTE or greater for 4.5 consecutive months or longer are considered benefit eligible and must participate in a retirement plan from day one of employment.

- To learn more about benefit plan options: <https://hr.untssystem.edu/benefits/> and HRBenefits@untssystem.edu for assistance enrolling, understanding eligibility, and for important deadline information.

Adjunct faculty may be requested to attend the following but should consult your department:

- Faculty/Staff Convocation at the beginning of the fall semester.
- Graduation ceremonies at the end of each semester.

Insurance and retirement benefits:

All new regular faculty members who are employed at .5 FTE or greater are eligible for the employer-provided health insurance benefit. Once enrolled, coverage will begin on the first of the month following a 60-day waiting period from their date of hire. There is no waiting period if the new faculty member is a direct transfer from another Texas state institution covered by the Group Benefits Program administered by the Employees Retirement System (without a break in service of even one day). The effective date of the retirement programs (Teachers Retirement Program or the Optional Retirement Program) is the first date of employment. For more information: <https://hr.untssystem.edu/benefits/> and HRBenefits@untssystem.edu for assistance with enrollment, including enrollment deadlines. Participation in a retirement plan is mandatory per State of Texas regulations for benefits-eligible employees.

Teaching loads and schedules

Faculty members should discuss teaching loads and schedules as early as possible with their departmental chairs. Some colleges and schools at UNT offer courses during the day and evening hours both on- and off-campus. Thus, faculty may be asked to teach at various times and locations within the DFW area.



Onboarding

Onboarding is UNT's required process for new employees to submit their information via a secure, self-service portal online. During this process new adjuncts will need to provide information regarding, employment eligibility that establishes identity and employment eligibility (I-9); biographical data; withholding allowance (W-4); selective service; and direct deposit for payroll

Contact information

Contact information:

Academic Resources: Hurley Administration
Ste. 360, 940-565-2496,

<http://www.vpaa.unt.edu/resources>

UNT International: Sycamore Hall 206, 940-565-2197, <http://international.unt.edu>

Payroll: 940-369-5500 opt 2;

Payroll@untsystem.edu

<https://finance.untsystem.edu/payroll-and-taxes/payroll/index.php>

Faculty criminal history checks

To be employed as an adjunct faculty member at the University of North Texas, the adjunct faculty member must receive clearance of a satisfactory criminal history check before beginning work. Providing the authorization to conduct the criminal history check is a term of employment. Criminal history checks must be completed for all first-time hires and for those rehired with more than a two-year break in service.

Transcripts

Prior to the first day of the adjunct's faculty member's duties at UNT, official transcripts of the highest degree completed must be on file with Academic.Resources@unt.edu (Provost Office).

If a terminal degree is completed *after* the adjunct faculty member begins his/her teaching duties at UNT, a new official transcript indicating the awarding of the degree must be filed immediately in the departmental office.

If your transcripts are from UNT, your signature on your offer letter serves as consent for the Office of the Provost and VPAA to request your official UNT transcripts for you. If your highest degree was earned internationally, a certification by an agency certified by the National Association of Credential Evaluation Services (NACES) is required.

Textbooks and departmental assistance

Faculty members should be familiar with departmental procedures for classroom support, including administrative assistant support, use of teaching assistants, textbook ordering, etc. Ordering textbooks or supplementary texts for classes may be time consuming and should be initiated as soon as the hiring process is complete, and the faculty is aware of teaching assignment(s).



Dual and Outside Employment

Adjunct Faculty proposing to engage in dual employment within the university or with an outside employer (including other UNT System agencies) must submit an [Dual or Outside Employment Request \(untsystem.edu\)](https://policy.unt.edu/policy/05-008) request (eform) which will be sent to their respective chair/supervisor for approval prior to engaging in the proposed activity.

This form is required for any additional employment but is particularly critical when an employee works at more than one Texas state agency to ensure adherence to regulations governing leave and benefits. For additional information, please refer to the policy:

<https://policy.unt.edu/policy/05-008>

Foreign Nationals

New adjunct faculty who are foreign nationals (non-resident aliens and U.S. permanent residents) must complete the Foreign National Information Form (FNI)

<https://finance.untsystem.edu/vendor-resources/payment-functions/foreign-national-form.php>

and provide it to the Payroll Office (with required documentation) before any payment can be made.

Position offers made to foreign nationals are contingent upon the person having all appropriate visas and other documentation required for legal employment in time for assuming the position's duties. If a temporary employment-based visa is required, the prospective employee needs to contact the UNT International Office immediately (<https://finance.untsystem.edu/vendor-resources/payment-functions/foreign-national-form.php>).

As a non-U.S. citizen, continued employment at UNT is contingent upon maintenance of appropriate work authorization throughout the employment. If an extension or change of status petition related to the work authorization is denied or delayed, employment will be terminated effective with the expiration date of the current work authorization documents.



FERPA and Title IX Training

All UNT faculty members are required to complete training related to protecting student privacy (Family Educational Rights & Privacy Act or FERPA), including in a virtual learning environment, Title IX and nondiscrimination.

FERPA training must be completed before the first day of class. Title IX and nondiscrimination training must be completed within 30 days of employment and periodically throughout employment.

Payroll

The pay period for the fall semester is September 1 – January 15 and for spring semester it is January 16 – May 31 regardless of when classes begin and end.

Faculty members are paid on the **first working day of the month for the previous month's work**. If a state holiday falls on that day, payday is on the following day. For adjunct faculty beginning in the fall, the first payday is the **first working day in October**.

Paychecks are distributed by electronic funds transfer (direct deposit) to the employee's checking or savings account at any bank in the United States.

First, the faculty member must have completed UNT's onboarding process. Direct deposit may take at least one payroll cycle to become effective. Until then, paper checks are mailed to the address in EIS (self-service portal).

Attend online trainings:

FERPA: <https://ferpa.unt.edu/>

Title IX: Preventing Discrimination, Harassment, Sexual Misconduct & Retaliation:

<https://unt.bridgeapp.com/learner/courses/6cc24182/enroll>

Steps to enroll in direct deposit:

- Login to EIS "self-service" portal at myhr.unt.edu
- Click on Payroll tile
- Click on Direct Deposit tile
- Complete Multifactor duo authentication process
- After authentication, you'll be able to enter your account information in the portal

