Rehiring Recurring NTT Faculty Appointments

A recurring appointment is defined as "an individual returning to teach on a recurring basis in consecutive academic years (AY) in the same academic discipline/department."

College departments planning to rehire Non-Tenure Track (NTT) faculty members returning during the fall and/or spring semesters are required to follow the "Job Posting and Background Check Requirements."

- Visit https://hr.ncsu.edu/wpcontent/uploads/2015/10/PostingProcedurestable.pdf to determine if the job should be posted.

Please note the following options prior to entering the JAR transaction to ensure accurate entry:

Option 1: If the NTT faculty member was originally hired on or after November 1, 2011:

There should be an approved hiring proposal (HP) code in PeopleAdmin. The latest HP code should be utilized when initiating the JAR transaction for the academic semester rehire. To access the HP code:

- Login to PeopleAdmin: https://hr.ncsu.edu/peopleadmin/
- Navigate to the "Applicant Tracking System" "Hiring Proposals" "EHRA Hiring Proposals"
- Enter the faculty member's "Last Name" and "First Name" and select "Search"
- Locate the most recent HP to determine HP Number that will be utilized for the JAR rehire transaction

If you have trouble locating the HP, contact Talent Acquisition and Employment at employment@ncsu.edu for assistance.

Option 2: If the NTT faculty member was originally hired prior to November 1, 2011:

Code "NTTRECxxxx" ("xxxx" = current fiscal year) should be utilized. This code should **ONLY** be used if the faculty member's original hire date was prior to November 1, 2011. If the faculty member was hired on or after November 1, 2011 and you are having trouble locating the HP, please contact Talent Acquisition and Employment at employment@ncsu.edu for assistance.

If a NTT faculty member has been rehired within the past 12 months, a copy of the "Job Summary Report" must be included as part of the offer letter attachment:

- In Peoplesoft, navigate to "Human Resources Systems" "Workforce Administration" "Job Summary Report"
- Once the pagelet opens, click "Job Summary" (left) and then provide the 9 digit employee ID and click "OK" (right)
- Include the "Job Summary" report as part of the offer letter attachment
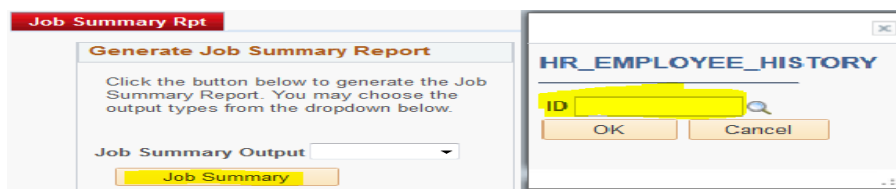
Note: Only users with the following SAR role, "Query HR / Benefits No Public", can retrieve the Job Summary Report. If you do not have the SAR role and need assistance generating this report, work with your college-level departmental representative.

Important Information

Background Checks

JAR transactions rehiring recurring NTT faculty will prompt a background check requirement. However, in some cases, the background check is not required.

Contact the Background Check department at background-checks@ncsu.edu if you have questions.

Salary Changes

    A. A PeopleAdmin action **is required** to be reviewed by Class and Comp if the NTT recurring faculty member will receive a change in pay resulting from:

- Market
- Equity
- Retention / Counter-offer
- Change in Duties
- FTE change that crosses benefits threshold (FTE change to above or below .50 FTE)

    B. A PeopleAdmin action **is not required** to be reviewed by Class and Comp if the NTT recurring faculty member will receive a change in pay resulting from:

- Change in course load (increase in number of classes taught that does not result in an FTE change to above or below .50 FTE)
- Enrollment count increase (increase in student headcount only)

Note: Any salary adjustment resulting from a combination from list A and list B must follow protocol for list A.

Contact your Class and Comp consultant https://class-comp.hr.ncsu.edu/staff-directory/ if you have questions regarding salary updates.