

Recurring NTT Faculty Appointments

College divisions planning to rehire Non-Tenure Track (NTT) faculty returning during the fall or spring semesters will need to follow the "Job Posting and Background Check Requirements": <https://ts.hr.ncsu.edu/wp-content/uploads/sites/14/2016/06/PostingProcedurestable.pdf> to determine if the job should be posted.

If a Non-Tenure Track (NTT) faculty member was originally hired on or after November 1, 2011, there should be an approved "Hiring Proposal" code in PeopleAdmin. The original Hiring Proposal code should be utilized when initiating the JAR transaction for the academic semester rehire. Prior to initiating the JAR transaction contact your Talent Solution Consultant and notify them that the hiring proposal code will be utilized so they can load the supporting documentation into the JAR transaction (see page two for additional information).

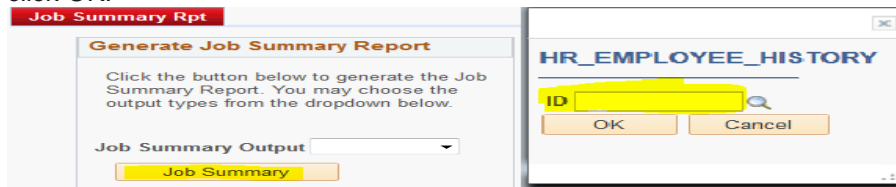
If a Non-Tenure Track (NTT) faculty member was originally hired prior to November 1, 2011, the following waived hiring proposal code, "NTTRECxxxx" (xxxx = *current fiscal year*), should be utilized for the JAR rehire transaction.

The new JAR process will require a Background Check approval. If you have questions about the Background Check (BGC) requirement or you do not believe a BGC is required, please email the Background Check department at background-checks@ncsu.edu, prior to initiating the JAR transaction. *If the Non-Tenure Track (NTT) faculty member has been hired/rehired within the past 12 months, a copy of the "Job Summary Report" must be included as part of the offer letter attachment.* Work with your college-level department HR representatives if you need help generating a job summary report. *(SAR role to retrieve summary, Query HR/Benefits No Public)*

The following navigation snapshot will help you locate the summary report:



Once the pagelet opens, click "Job Summary" (left), then provide the 9-digit ID# (right) of the employee and click OK:



Note: If the central college division HR representatives have an issue retrieving the report, they should contact their HRIM Central Office Specialist.

How to submit a request to your Talent Solution Consultant:

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. If this is applicable to your situation, please submit an email to talentsolutions@ncsu.edu with the following information:

Email subject line: NTT Recurring Faculty for JAR- (Insert department name)

- Name of employee
- Employee ID (if available)
- Department
- If known, original Hiring Proposal # or estimated date of original hire
- (Optional): Notes/comments

When should a PeopleAdmin (PA7) action route to EHRA Administration?

A PeopleAdmin action should route to EHRA Administration if a NTT recurring faculty member will receive a change in pay resulting from a market, equity, merit, retention/counteroffer, or a change of duties adjustment.

A PeopleAdmin action is unnecessary if a NTT recurring faculty members' course load or course size increases for the following semester or academic year. If you have questions or concerns, please contact EHRA Administration: Ryan Bernarduci (rjbernar@ncsu.edu) or Lori Preiss (lapreiss@ncsu.edu).

NOTE: *If the hiring proposal code or any supporting paperwork is not attached to the JAR transaction it will have to be pushed back so the dept. can make any necessary adjustments.*