To: Academic Affairs Faculty and Staff
From: Office of Academic Affairs
Time: 11:09 am
Date: July 15, 2015
Subject: "New Faculty" Account Set Up: Sponsored Accounts are unnecessary

Sponsored guest accounts are no longer needed as part of the new faculty onboarding process.

The process for giving newly hired faculty access to their electronic accounts has been streamlined effective May 2015. "New faculty" accounts – for both part time and full time hires-- will be created once the candidate's hiring paperwork is submitted to Academic Affairs. This paperwork includes a new process for the Criminal Background check (CBC).

Once Academic Affairs staff (David K. Williams) receives the results from the Criminal Background check those results are confirmed to the hiring department. During this same period of processing the CBC, the hiring packet 'employee details' are also entered into Banner HR. Once Banner HR details are entered, computer accounts get automatically created, usually within 24 hours. The newly hired faculty member will then receive an electronically generated email notification regarding account access. This notification will go to the email address the candidate provided when s/he applied for the position. It is important that the candidate be reminded by the hiring department to check that specific email account for their account access confirmation. The incoming faculty member then uses this email notification to follow instructions to activate their own accounts.

Process to establish electronic account access for newly hired faculty (FT or PT):

1. Identify new faculty member to be hired.
2. Get criminal background check (AA-38 form) completed/signed/dated by candidate.
3. Hiring department submits criminal background check AA-38 form to Academic Affairs along with the completed hiring paperwork set (this material is needed, in full, to establish the position in Banner HR).
   - See hiring checklists at: http://provost.uncc.edu/academic-budget-personnel/checklists
4. Hiring paperwork, including the CBC, is typically processed within 1-3 days. AA confirms the CBC status as soon as possible to the hiring department. The confirmation may take longer if multiple states are involved with the CBC details; some states even require their own additional forms to be completed and additionally submitted. If this is the case, AA will notify the hiring department.
5. **Email and other accounts are created within 24 hours once the hiring paperwork is fully processed and the new faculty member is established in Banner HR** (see point 3 about the most typical reasons that might cause delays).
6. Faculty member receives direct notification at the email address provided when s/he applied for the position. This notification confirms their electronic accounts have been established.
7. Faculty member then activates his/her own accounts based on the email notification instructions. Faculty are encouraged to verify alternate email address and/or cell phone for password reset notification.

8. Once this self-activation step is completed s/he can start using all accounts-- email, calendar, computer, Moodle, and network accounts -- these are automatically added to the department distribution lists.
9. Access to card-reader doors, Library resources and other specialized services for the faculty will need to be provided through the hiring department's internal processes and personnel.

Returning Adjunct/Part-time Faculty – Accounts 'active for 120 days' after contract end date.
Returning adjunct faculty will retain their active accounts for 120 days after their contract end date. This expanded "grace period" allows time for the submission of hiring paperwork to be completed for the upcoming semester. As long as a new 'start date' is entered into Banner, adjunct faculty will continue to have access to their accounts. If a start date is not entered within 120 days, the faculty member will lose access to their accounts. The process for re-establishing an active account remains the same, as above. If there has been a year's break in service, another CBC will be required.

Important Reminders for any Faculty Hire
1. **Access Prior to an Official Start Date.** If the new faculty member expects earlier access to accounts prior to their official start date (e.g. Aug 15), the hiring paperwork must be submitted to AA as early as possible. Because several offices and actions are involved once the hiring packet is submitted to AA, a minimum two-week window is suggested for processing. There may be other hiring packets already 'in the queue' for review and follow-up given many departments and colleges are hiring often resulting in peak periods.
2. **Tracking Hiring Needs**. It is recommended that department administrators and staff jointly track the hiring needs of their department in an on-going way using calendar reminders and making 'hiring status update' requests, etc., so that contract renewals (Lecturers, continuing PT), new PT appointments or new full-time searches are completed well in advance of the expected start-date. Keep your college-level business manager updated at all stages and use him/her as your first resource to answer questions or provide guidance.
3. **Foreign National Faculty Hires**. If a foreign national candidate is going to be hired, allow 4-8 weeks to process paperwork—each case is unique. Contact the International Student/Scholar Office (ISSO) immediately for guidance. For more information about the steps to take, the types of visas that are acceptable for employment and new hire packets for foreign nationals, along with links to ISSO and the Tax Office go to:
   ● http://hr.uncc.edu/recruitment-and-hiring/international-employment
3. **Delays.** Delays to account access usually can be attributed to one or more of the following reasons:
   a) the hiring paperwork packet is incomplete or requires revisions which means the position cannot be established in Banner HR;
   b) the CBC process involves multiple states which can take 1-2 more weeks before the results can be confirmed to the hiring department and the position can be established in Banner HR; and,
   c) the newly hired faculty member has yet to read the email notification automatically generated for them and, as a result, the faculty member has not self-activated their accounts as a final step. Hiring department personnel cannot activate accounts on behalf of the newly hired faculty member.
4. **Communication is Key**. The department administrative staff involved in the hiring of new faculty should share this "account access process" with the faculty candidate when finalizing hiring agreement details and securing all signatures. It is recommended that this communication should

be confirmed by email from the hiring department to the new faculty member, with a "cc" to the new faculty member's supervisor (department chair, director).

For questions, please contact Lori McMahon, Associate Provost for Academic Budget and Personnel at LoriMcMahon@uncc.edu or 704-687-5774.