

College HR Process: No Pay Appointments

Contact: [College HR Specialist](#)

Last Updated: 2/17/19

Description:

No-Pay appointments are for individuals providing a qualifying service, as described below, for which no payment is provided through the university payroll system. Although no-pay appointments result in issuance of a NC State Unity Computing Account, they are not authorized solely for that purpose. Access is given only as the result of a valid appointment not as a courtesy for past service or a means of maintaining relationships.

Valid No-Pay Appointments:

Emeritus Faculty: Emeritus/Emerita faculty are appointed according to University Policy ([POL 05.20.02](#)) and are life-long assignments. Emeritus faculty appointments are initiated only after Chancellor approval and are made in accordance with the terms of the letter from the Chancellor. The department coordinator of business services should complete the No Pay Form and upload it along with the letter of approval from the Chancellor to a CPAWS request. These appointments do not require an additional letter of appointment.

Retirees (not emeritus): On some occasions, department may choose to request that faculty or staff retain their Unity account when they retire (must be an actual retirement not just a resignation). If this is desired, the department coordinator of business services should complete the No Pay Form and upload it to a CPAWS request. These appointments do not require an additional letter of appointment. When the retiree no longer needs to keep the account, the department coordinator of business services should request that the appointment be terminated.

Adjunct Faculty: Adjunct appointments are unpaid part-time (less than .75 FTE) appointments that provide academic service to the university such as teaching, service on doctoral committees, or an advisory role. Adjunct faculty are appointed according to University Regulation ([REG 05.20.34](#)) and must meet all qualifications for the academic rank given. Adjunct Faculty can also be appointed when engaging an employee of another state agency or another university in the UNC System through a Dual Employment Agreement. As the “borrowing agency” in the dual employment relationship, we do not pay the employee directly, but rather we transfer funds to their agency. The department coordinator of business services should complete the No Pay Form and upload it to a CPAWS request. If approved, a letter of appointment will be provided and will specify the length of the appointment, which should not exceed one year. Appointments may be renewed when appropriate. The department coordinator of business services should request reappointments at least three to four weeks prior to the automatic termination date. Reappointments will also be limited to one-year terms.

Visiting Faculty: Visiting faculty appointments are limited to faculty who are in residence at NC State and who retain their status in a position at another institution of higher education, research organization, or other entity with a significant research or educational mission. Visiting faculty are appointed according to University Regulation ([REG 05.20.34](#)) and must meet all qualifications for the academic rank given. The department coordinator of business services should complete the No Pay Form and upload it to a CPAWS request. If approved, a letter of

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appointment will be required and must specify the length of the appointment, which should not exceed one year. Appointments may be renewed when appropriate. The department coordinator of business services should request reappointments at least three to four weeks prior to the automatic termination date. Reappointments will also be limited to one-year terms.

Visiting Research Scholars:

Visiting Research Scholars should be engaged in qualifying scholarly activity. The modifier *visiting* indicates that the individual is in residence at NC State and retains their status in a position at another institution of higher education, research organization, or other entity with a significant research or educational mission. These appointments should be short-term (no more than a semester) and should relate to a specific research project. These appointments should not be used to extend a former student or faculty member's contribution to the college beyond their appointment but rather should be reserved for visiting research scholars. Visiting Research Scholar requests should first be submitted to the Associate Dean of Research and Engagement. If approved by the Associate Dean, departments will be asked to complete a questionnaire from ORIED found here: <https://research.ncsu.edu/sparcs/compliance/export-controls/visiting-scholar-questionnaire/> and have the visitor and their employer sign the Visiting Scientist agreement at <https://generalcounsel.ncsu.edu/files/2015/06/VisitingScientistN0012187.pdf> which should be emailed to Missy Seate (mgseate@ncsu.edu) for final university signature. After all of the above has been completed, the department coordinator of business services should complete the No Pay Form and upload it, along with the approved Visiting Scientist agreement, to a CPAWS request. If approved, a letter of appointment will be provided and must specify the length of the appointment.

Volunteers:

Volunteers perform service for civic, charitable, or humanitarian reasons. Volunteer services must be offered freely without pressure or coercion, and without promise, expectation, or receipt of compensation. Volunteer services may not involve performing the same type of services as those for which an individual is employed or could reasonably be expected to be paid. Examples of appropriate volunteer appointments include those who provide service and support such as supervision of student organizations or clubs, internship site supervisors, and advisory board members. These appointments are also valid for guest speakers conducting trainings and workshops and recipients of honorariums. Volunteers providing services related to adjunct faculty appointments, like teaching, service on doctoral committees or in advisory roles, should be processed as Adjunct Faculty and follow the instructions in that section. Depending on the volunteer services provided, these appointments may also require background checks. The department coordinator of business services should complete the No Pay Form and upload it to a CPAWS request along with a description of the services. If approved, a letter of appointment will be provided and will specify the length of the appointment, which shall be no longer than the length of time of service not to exceed one year. Appointments may be renewed when

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appropriate. The department coordinator of business services should request reappointments at least three to four weeks prior to the automatic termination date. Reappointments will be for no longer than the length of time of service not to exceed one year.

Note:

All of the above-mentioned types of no-pay appointments require advance approval, may require background checks, and may require additional approval from the International Employment Office. At a minimum, requests should be submitted three to four weeks in advance and could take longer if requiring backgrounds checks or international employment processes. Any exceptions to this policy will require Dean's approval in advance.