

Sciences Unpaid Appointment Matrix

Unpaid appointments are for individuals, as described below, for which no payment is provided through the university payroll system. Although unpaid appointments result in the issuance of a NC State Unity Computing Account (Unity ID), they are not authorized solely for that purpose. Access is given only as the result of a valid appointment. All unpaid appointments may require advance approval, background checks, and if applicable, may require additional approval from International Employment. Also reference [OIT Computing Account Procedures for Faculty, Staff and Guests](#) for information on services granted with Unity ID computing account privileges.

Please use the list below to determine what type of unpaid appointment is needed for your department. **All Sciences unpaid appointments are processed within PeopleSoft, by a College of Sciences HR Specialist.** Forms required for the unpaid appointment should be forwarded to the College of Sciences HR office at cos_humanresources@ncsu.edu. A COS HR Specialist can view instructions on how to process an unpaid appointment via PeopleSoft in JAR (Job Action Request) at https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/08/HR-Dashboard-and-JAR-Overview-V_9.2.pdf

<u>Type of No Pay Appointment</u>	<u>Job Code</u>	<u>Description/ When to Use</u>	<u>Length of Appointment</u>	<u>Forms Required</u>	<u>Background Check Required</u>
No Pay/Visitor Access Only	Z547	<ul style="list-style-type: none"> To be used when a person only needs a unity ID and access to University resources and facilities Can be physically present on campus or remote No DVF vote is required and visitor does not retain rank held at their home institution Departments should review the no-pay/visitor access only appointments annually Should not be used for financial access. If financial access is needed, use job code N972 for No Pay Financial Access 	Default to 12 months but can be made longer or shorter based on need with an auto-termination date placed on the JAR action	• Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment	No
No Pay/Grad Fellowship	ZB100	<ul style="list-style-type: none"> A Graduate Fellow is a student who is provided a financial award that has no corresponding work obligation. A student on a fellowship is only expected to fulfill the following: <ul style="list-style-type: none"> Full-time Enrollment Must be a graduate student in good academic standing Enrollment in direct deposit through "Student Self Service" via MyPack Portal Foreign national students must meet with a Foreign National Tax Specialist in the International Employment Tax Group of NCSU Human Resources for tax assessment and to sign appropriate tax forms Fellowships are managed in the Financial Aid System as they are more closely aligned with scholarships/financial aid and furthermore carry no service obligation. The no-pay appointment will give the grad student on the fellowship access to equipment and services offered at the gym, the library, other campus facilities, and/or SAR Access. 	Default to 12 months but can be made longer or shorter based on need with an auto-termination date placed on the JAR action	• Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment	No
No Pay/Retiree	Z968	<ul style="list-style-type: none"> To be used when departments request for faculty or staff to retain their Unity ID account when they retire (must be a benefits endorsed retirement, not just a voluntary resignation) This appointment cannot be used to assign Graduate Faculty Status or Affiliate Graduate Faculty Status (see Emeritus appointment below) Does not perform any research or lab duties When the retiree no longer wishes to keep the account or the department does not see a need for it, the department can terminate his or her retiree no-pay status, which will also disable the Unity account. Departments should review the retiree no-pay appointments annually. 	No End Date	• Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment	No

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No Pay/ Postdoc Fellowship	N795	<ul style="list-style-type: none"> • Department Representatives will need to consult with COS-HR first when requesting this type of unpaid appointment so that the Graduate School can be included on all communications regarding the appointment • An individual who receives a fellowship directly from a sponsoring agency and is not compensated through the NC State payroll system. The No Pay Postdoc conducts research activities or academic scholarship under the supervision of a faculty mentor at NC State. Sponsoring agencies typically have their own guidelines and governance for participation in their programs. • Postdoctoral fellows in unpaid appointments are not eligible for benefits • All Postdoc Fellowship appointments need prior approval from the Manager of Graduate Appointments, Fellowships, Postdocs in the Office of Postdoctoral Affairs before hire actions can be completed. If approved, the Postdoc Fellowship Appointment Form should be completed and sent to COS HR. COS HR will consult with the Graduate School prior to the appointment start date and the appointment will be entered by the Graduate School only. 	Default to 12 months but can be made longer or shorter based on need with an auto-termination date placed on the JAR action	<ul style="list-style-type: none"> • Postdoc Fellowship Appointment Form • Patent Agreement • CV 	Yes
No Pay Financial Access	N972	<ul style="list-style-type: none"> • No Pay/Financial & Marketplace Access only • To be used for alumni, current graduate students, or current undergraduate students that do not have current employment at NC State. This job code will allow a SAR request to be submitted for access to the Travel Center for travel reimbursements or access to Marketplace for Marketplace Shopper. 	These appointments should be short-term in length with an auto-termination date placed on the JAR action	<ul style="list-style-type: none"> • Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment 	No
Mentor/ Volunteer Student Program	N970	<ul style="list-style-type: none"> • To be used for volunteers at NC State who are volunteering for university-sponsored or affiliated Programs or activities for volunteers that perform service for civic or charitable reasons. • Volunteer services may not involve performing the same type of services as those for which an individual is employed and paid for. We cannot have individuals volunteer to do work that we would otherwise pay individuals to do. • Volunteers cannot be supervised by relatives. • Duties that are assigned that provide training and education in a learning environment or participation in activities at NC State in order to gain work experience or satisfy requirements for a qualification, will not be considered as volunteer duties. These type of duties may better fit as an internship (Job Code N971). • Students who gain course credit or research experience for educational purposes are not considered volunteers 	<p>These appointments should be short-term in length and should have an auto-termination date placed on the JAR action</p> <p>Must have an auto-termination date placed on the JAR action</p>	<ul style="list-style-type: none"> • Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment 	
Unpaid Intern	N971	<ul style="list-style-type: none"> • An internship is defined as the “extension of the educational process and should not be a “job” that we would otherwise pay someone to do. The primary beneficiary of the experience is the intern and not the organization”. • Duties assigned should provide training/education in a learning environment or participation in activities to gain work experience or satisfy requirements for a qualification. • Be engaged in work-based learning internship programs which fulfills objectives of the student's academic program 	These appointments should be short-term in length with an auto-termination date placed on the JAR action	<ul style="list-style-type: none"> • Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the internship 	Depends Yes but can be opted out if duties do not warrant a BGC

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Professor Emeritus	N013	<ul style="list-style-type: none"> Emeritus/Emerita faculty are appointed according to University Policy (POL 05.20.02) and are life-long assignments initiated after Chancellor approval (DVF vote is not required) Retired faculty members appointed as unpaid Emeritus will continue to have same graduate faculty status prior to retiring. If faculty member did not have graduate faculty status prior to retiring, COS HR will need to consult with Graduate School first. <p>REG 02.40.01 - Membership in the Graduate Faculty POL 05.20.02 - Emeritus Faculty Status for Faculty and Senior Administrators Policy Procedures for Granting Emeritus Status</p> <p>Department Process</p> <ul style="list-style-type: none"> ❖ Upon notification of a faculty retirement, the Department Head can draft a letter of recommendation documenting that the faculty member meets the criteria for emeritus status. ❖ After the Department Head has drafted the recommendation, the Department Head will give the letter to the Department HR Representative. The Department HR Representative will scan and submit the request to the Dean's Executive Assistant to obtain the Dean's signature and approval of the Emeritus request. The Dean will submit the letter of recommendation to the Office of Provost. <p>COS HR Process</p> <ul style="list-style-type: none"> ❖ Upon notification of Chancellor's approval and receipt of COS HR Unpaid Appointment Packet, a COS HR Specialist will initiate the Emeritus appointment into the HR System (JAR) for HRIM to review and approve. 	<p>No End Date</p> <p>Departments should review the Emeritus appointments annually</p>	<ul style="list-style-type: none"> Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment Emeritus Letter signed by the Chancellor 	No
Visiting Faculty	See List of Unpaid Faculty Job Codes	<ul style="list-style-type: none"> Visiting faculty appointments are limited to faculty who are physically 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 from other higher education institutions will generally be appointed at the rank held at their home institution Visiting faculty are appointed according to University Regulation (REG 05.20.34) and must meet all qualifications for the academic rank given <p>The department representative should complete the Visiting Scholar Questionnaire on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual.</p> <ul style="list-style-type: none"> Once the screens are completed, the host scientist and their stated administrative contact will receive an e-mail stating the following: "The Restricted Party Screen for Visiting Scientist NAME was negative. Please send a copy of the completed Visiting Scientist Agreement (VSA) to group-visiting-scholars@ncsu.edu for review and signature by the Vice Chancellor for Research. 	<p>May not exceed two (2) consecutive years. Subsequent visiting appointments may be made three (3) years after the end date of the most recent visiting appointment</p> <p>Auto-term date on JAR action optional in HR System</p> <p>Appointment End Date captures the current term of service (end date) for reporting purposes</p>	<ul style="list-style-type: none"> Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment Visiting Faculty Appointment Letter with Terms & Conditions Visiting Scholar Questionnaire 	Yes

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<p>Adjunct Faculty</p> <p>-OR-</p> <p>Unpaid Faculty</p>	<p>See List of Unpaid Faculty Appointment Job Codes</p> <p>For Unpaid Faculty not to be hired as "Adjunct", consult with COS HR first.</p>	<ul style="list-style-type: none"> 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 <p>Historically, UHR never placed double Professional Faculty modifiers on the job code. However, UHR did have double modifiers on academic rank (i.e. Adjunct Assistant Research Professor). UHR created a rank for Adjunct Assistant Research Professor. Therefore, from a query perspective, you should be able to identify Adjunct Assistant Research Professors based on rank, not job code. (For Adjunct Asst Research Professors, job code is N036 AND academic rank identifier is 831 - Adjunct Asst Research Professor)</p> <p>The department representative should complete the Visiting Scholar Questionnaire on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual.</p> <p>Once the screens are completed, the host scientist and their stated administrative contact will receive an e-mail stating the following: "The Restricted Party Screen for Visiting Scientist NAME was negative. Please send a copy of the completed Visiting Scientist Agreement (VSA) to group-visiting-scholars@ncsu.edu for review and signature by the Vice Chancellor for Research.</p> <p>For faculty with double modifiers (i.e. Adjunct Research Assistant Professor), the Academic Rank is used to capture both modifiers when the job code may only capture one modifier.</p> <p>A DVF vote is required if an initial or subsequent appointment is longer than 2 years. See Section 8.1.1 of REG 05.20.34 – Professional Faculty Ranks and Appointments.</p>	<p>May not exceed three (3) consecutive years. Subsequent appointments with terms of service not to exceed three (3) years may be awarded.</p> <p>Auto-term date on JAR action optional in HR System</p> <p>Appointment End Date captures the current term of service (end date) for reporting purposes</p>	<ul style="list-style-type: none"> Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment Adjunct Faculty Appointment Letter with Terms & Conditions Visiting Scholar Questionnaire At department discretion, if an Adjunct Faculty should bypass BGC, comments should be entered in the Sciences Unpaid Form justification section to request a BGC exception, if appropriate. 	<p>Yes - REG 05.20.34 - Section 4.3.2</p> <p>Required if there is direct, individual contact with or oversight of, underage students, mentorship, advising, and/or direct contact with NCSU students have other risk factors are checked at department's discretion. Also see Background Check Requirements</p>
<p>Visiting Scholar EHRA Non-Faculty Job Level Matrix</p>	<p>N535</p>	<ul style="list-style-type: none"> Visiting Scholars should be engaged in a qualifying scholarly activity and considered non-degree seeking while here at NC State with an emphasis on research, observation, or consultation and may also train, observe, consult, or demonstrate special skills Should not be used to extend a former student or faculty member's current appointment Develops, designs, and conducts complex research activities for one or more midsize to large research projects along with reviewing progress and evaluating results <p>The department representative should complete the Visiting Scholar Questionnaire on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual.</p> <p>Once the screens are completed, the host scientist and their stated administrative contact will receive an e-mail stating the following: "The Restricted Party Screen for Visiting Scientist NAME was negative. Please send a copy of the completed Visiting Scientist Agreement (VSA) to group-visiting-scholars@ncsu.edu for review and signature by the Vice Chancellor for Research.</p> <p>POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA)</p>	<p>May not exceed twenty-four (24) months but should be short-term and should relate to a specific research project</p> <p>Must have an auto-termination date placed on the JAR action</p>	<ul style="list-style-type: none"> Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment Visiting Scholar invitation Letter from Department Visiting Scholar Appointment Letter with Terms & Conditions Visiting Scholar Questionnaire 	<p>Yes</p>

<u>Type of No Pay Appointment</u>	<u>Job Code</u>	<u>Description/ When to Use</u>	<u>Length of Appointment</u>	<u>Forms Required</u>	<u>Background Check Required</u>
Visiting Research Scholar EHRA Non-Faculty Job Level Matrix	N520	<ul style="list-style-type: none"> • Visiting Research Scholars should be engaged in a qualifying scholarly activity and considered non-degree seeking while here at NC State with an emphasis on research, observation, or consultation and may also train, observe, consult, or demonstrate special skills • Should not be used to extend a former student or faculty member's current appointment • Develops, designs, and conducts complex research activities for one or more midsize to large research projects along with reviewing progress and evaluating results • Should have a NC State Faculty supervisor/mentor for the entire duration of their stay <p>The department representative should complete the Visiting Scholar Questionnaire on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual.</p> <p>Once the screens are completed, the host scientist and their stated administrative contact will receive an e-mail stating the following: "The Restricted Party Screen for Visiting Scientist NAME was negative. Please send a copy of the completed Visiting Scientist Agreement (VSA) to group-visiting-scholars@ncsu.edu for review and signature by the Vice Chancellor for Research.</p> <p>POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA)</p>	<p>May not exceed twenty-four (24) months but should be short-term and should relate to a specific research project</p> <p>Must have an auto-termination date placed on the JAR action</p>	<ul style="list-style-type: none"> • Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment • Visiting Research Scholar invitation Letter from Department • Visiting Scholar Appointment Letter with Terms & Conditions • Visiting Scholar Questionnaire 	Yes
Visiting Research Assistant -OR- Visiting Research Associate EHRA Non-Faculty Job Level Matrix	N500 N505	<ul style="list-style-type: none"> • Independently supports, develops, designs, or executes fundamental research activities for a single or multiple research project(s) • Participates in formulating research methods and suggesting options for improving quality and recommending solutions and contributes to research publications, reports and draft manuscripts. • Works independently on collection of data and analyzes research results for certain aspects of a research project(s). • The activity must be temporary with an emphasis on research, observation, or consultation • This appointment is not to be used for individuals to complete work that they were formerly paid for • Should have a NC State Faculty supervisor/mentor for the entire duration of their stay <p>The department representative should complete the Visiting Scholar Questionnaire on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual.</p> <p>Once the screens are completed, the host scientist and their stated administrative contact will receive an e-mail stating the following: "The Restricted Party Screen for Visiting Scientist NAME was negative. Please send a copy of the completed Visiting Scientist Agreement (VSA) to group-visiting-scholars@ncsu.edu for review and signature by the Vice Chancellor for Research.</p> <p>POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA)</p>	<p>May not exceed twenty-four (24) months but should be short-term and should relate to a specific research project</p> <p>Must have an auto-termination date placed on the JAR action</p>	<ul style="list-style-type: none"> • Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment • Visiting invitation Letter from Department • Visiting Scholar Appointment Letter with Terms & Conditions • Visiting Scholar Questionnaire 	Yes

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Visiting Researcher EHRA Non-Faculty Job Level Matrix	N535	<ul style="list-style-type: none"> Individual will be solely synthesizing and compiling research to put into peer reviewed articles The activity must be temporary with an emphasis on research, observation, or consultation This appointment is not to be used for individuals to complete work that they were formerly paid for Should have a NC State Faculty supervisor/mentor for the entire duration of their stay <p>The department representative should complete the Visiting Scholar Questionnaire on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual.</p> <p>Once the screens are completed, the host scientist and their stated administrative contact will receive an e-mail stating the following: "The Restricted Party Screen for Visiting Scientist NAME was negative. Please send a copy of the completed Visiting Scientist Agreement (VSA) to group-visiting-scholars@ncsu.edu for review and signature by the Vice Chancellor for Research.</p> <ul style="list-style-type: none"> POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA) 	<p>May not exceed twenty-four (24) months but should be short-term and should relate to a specific research project</p> <p>With an auto-termination date placed on the JAR action</p>	<ul style="list-style-type: none"> Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment Visiting invitation Letter from Department Visiting Scholar Appointment Letter with Terms & Conditions Visiting Scholar Questionnaire 	Yes
Visiting Scientist -OR- Visiting Research Scientist EHRA Non-Faculty Job Level Matrix	N540 N525	<ul style="list-style-type: none"> Visiting Scientists/Visiting Research Scientists independently supports, develops, designs, or executes fundamental research activities for a single or multiple research project(s) Participates in formulating research methods and suggesting options for improving quality and recommending solutions May serve as co-investigator on a funded research project or principal investigator on small to moderate sized research projects and may participate in writing grant proposals or the facilitation of the grant writing process. Visiting Scientists do not have professorial rank Visiting Scientists/Visiting Research Scientists should have a NC State Faculty supervisor/mentor for the entire duration of their stay <p>The department representative should complete the Visiting Scholar Questionnaire on behalf of the host scientist for visitors who will be performing research at the University. That will prompt the export controls office to run a restricted party screen and export controls screen on the individual.</p> <p>Once the screens are completed, the host scientist and their stated administrative contact will receive an e-mail stating the following: "The Restricted Party Screen for Visiting Scientist NAME was negative. Please send a copy of the completed Visiting Scientist Agreement (VSA) to group-visiting-scholars@ncsu.edu for review and signature by the Vice Chancellor for Research.</p> <ul style="list-style-type: none"> POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA) 	<p>May not exceed twenty-four (24) months but should be short-term and should relate to a specific research project</p> <p>With an auto-termination date placed on the JAR action</p>	<ul style="list-style-type: none"> Sciences Unpaid Appt Form and any necessary documentation listed on the unpaid form or any other detailed information the department has related to the appointment Visiting invitation Letter from Department Visiting Scholar Appointment Letter with Terms & Conditions Visiting Scholar Questionnaire 	Yes

Unpaid FACULTY Job Code		Unpaid NON-FACULTY Job Code		Unpaid ACCESS ONLY Job Code	
Job Code	Title	Job Code	Title	Job Code	Title
Adjunct Faculty		N500	Visiting Research Assistant	Z547	Visitor/No Pay
N015	Adjunct Professor	N505	Visiting Research Associate	ZB100	No Pay Grad Fellowship
N025	Adjunct Assoc Professor	N520	Visiting Research Scholar	N968	Retiree/No Pay
N035	Adjunct Asst Professor	N525	Visiting Research Scientist		
N055	Adjunct Lecturer	N530	Visiting Researcher		
N07A	Adjunct Teaching Professor	N535	Visiting Scholar		
		N540	Visiting Scientist		
Visiting Faculty		N663	Dean Emeritus		
N014	Visiting Professor	N795	No Pay Postdoc Fellowship		
N018	Visiting Research Professor	N970	Mentor/Volunteer Student Program		
N024	Visiting Assoc Professor	N971	Unpaid Intern		
N028	Visiting Research Assoc Professor	N972	No Pay/Financial & Marketplace Access ONLY		
N034	Visiting Research Asst Professor				
N054	Visiting Lecturer				
Emeritus Faculty					
N013	Professor Emeritus				
N023	Associate Professor Emeritus				
N033	Assistant Prof Emeritus				
N053	Lecturer Emeritus				
N061	Research Prof Emeritus				
N072	Teaching Assoc Prof Emeritus				
Consult with COS HR Before Use of Unpaid Faculty Job Codes Listed Below					
N016	Research Professor				
N021	Associate Professor				
N026	Associate Research Professor				
N031	Assistant Professor				
N036	Assistant Research Professor				
N051	Lecturer				
N073	Assistant Teaching Professor				