

## Faculty Pay Policy

The University of North Carolina at Chapel Hill recruits and hires faculty of the highest caliber to teach our students. The process for compensating our faculty and recording their credentials must reflect the university's high standards. It is essential that our policies and processes are in compliance with both Southern Association of Colleges and Schools (SACS) accreditation requirements and Internal Revenue Service (IRS) regulations at all times.

To ensure such compliance, the Office of the Provost, in conjunction with the Finance department, has established the following policy:

- All persons designated as teaching (not including student teaching assistants), co-teaching, or working with students who earn credit for the course, must have a faculty appointment.
- Faculty hired to teach for academic credit cannot be paid as Independent Contractors. Faculty salaries must be paid through the university's Payroll office.
- Faculty listed as "zero salary" may not be paid via invoice to third party consulting agencies. They must be paid in one-time payments through the university's Payroll office.
- All faculty, contractual or tenured, must have their credentials on file with the hiring school/department prior to finalizing the hiring arrangement. The hiring school/department is responsible for ensuring that these credentials are valid and document the individual faculty member's qualifications to serve as an instructor at the level and in the discipline area of the course(s) to be taught (see "Minimum Faculty Credentialing Requirements for Instruction of Academic Credit Courses" on the Office of the Provost's website:  
<https://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/faculty-appointments/general-information/minimum-faculty-credentialing-requirements-for-instruction-of-academic-credit-courses/>

### Non-Resident Alien Faculty Exceptions:

Faculty members employed through the use of a "B" visa will continue to be paid as Independent Contractors. These are faculty employees who are still working in their home country and who come to work at UNC for a very brief period (a few hours to a

few days). Work visas are not appropriate for these employees due to the brevity of the visit.

The UNC-CH Payroll Office requires direct deposit to a U.S. bank account. Faculty who conduct all of their work from their home country (outside of the U.S.), shall continue to be paid as Independent Contractors or via a vendor invoice if they do not have a U.S. bank account.

In complying with this policy, schools will at times need to distinguish between guest lecturers and those co-teaching a course. For the purpose of this policy we consider those teaching or co-teaching a class to have oversight and input on the class. They influence the grades, contribute to the curriculum, and assign the projects and tasks. If a guest lecturer leads more than 10% of the class time for a course or engages in the activities above, the school should consider him/her “teaching or co-teaching” and the school must then comply with the requirements for faculty appointments as noted above.

If you have questions about this policy, please contact the Academic Personnel Office at 919-962-1091.

If you have questions about Finance policies with respect to Independent Contractors please go to <https://unc.policystat.com/policy/4756349/latest/> to view the policy on independent contractor policy and <https://unc.policystat.com/policy/5135837/latest/> to see the procedure on paying an independent contractor.

If you have questions about non-resident alien faculty payments you may contact the Non Resident Alien Compliance division of the Payroll office at 919-962-5077.