Part-Time Teaching Faculty Agreement Form

Original form to be submitted to Human Resources Office for processing prior to first class day of semester

To:	Date:

(Please print Instructor's full name)

Based upon this appointment, this agreement applies specifically to the credit course(s) described below:

Term: **Begin Date:**   **End Date:**

CRN	Course	Contact Hours	Standard Hours Worked	Days	Times	Location	Compensation
Total							

Position Number:	
Department Head/Director:	**Date:**
Dean:	**Date:**

CONDITIONS OF THIS AGREEMENT

This agreement is based upon and subject to the following conditions:

- The Affordable Care Act requires employers to track employee hours worked/paid. Based on the course(s) listed above, it is expected that your total of _____ contact hours will equate to _____ standard hours worked. Please let your department chair or supervisor know immediately if your job requires additional hours worked so that it can be approved in advance and recorded. If you do not notify your department chair or supervisor of any changes to your schedule, we will expect that you are averaging the number of hours per week noted above. (see Human Resources Administrative Practices Manual Employee Categories Policy, http://www.usg.edu/hr/manual/employee_categories, for additional information)
- A part-time faculty member working or teaching at more than one USG institution must notify each institution of the appointments, disclose the number of credit hours being taught at each institution and may have his/her employment limited by the institutions.
- Satisfactory Enrollment – in the event that the course enrollment falls below the minimum, the decision to proceed with the course will be determined by the Institution. We cannot guarantee that you will teach particular courses, that you will be scheduled to teach, or that you will actually teach in any given semester.
- Employment must meet Academic & Student Affairs Handbook, Section 4.2 – Definition of Part-Time which is subject to the following conditions:
  1. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given
  2. Are not accruing time toward tenure
  3. Are required to sign a letter of agreement for each appointment period and are not issued contracts
  4. Are not the same as adjunct (courtesy) faculty appointments
  5. Are not eligible for USG benefits, unless the part-time appointment is regular and .5 FTE or greater, in which case the benefits offered will be based on FTE in accordance with the Employees Categories policy in the Human Resources Administrative Practices Manual
  6. Are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on Contact hours. See conversion chart to determine the number of contact hours that can be assigned to the part-time faculty to meet the less than 30 hours per week condition
- A part-time faculty member is required to post grades in the appropriate learning management system (i.e., Blazeview or GoView, etc. as appropriate) by or before established deadlines, as well as enter final grades in Banner.
- Other institution-specific conditions as attached
- Personnel serving pursuant to this Agreement hold their employment at the pleasure of the institution's President and Provost. Such temporary employment may be discontinued at any time with or without cause or advance notice.

This agreement is made expressly subject to the applicable State and Federal laws and to the statutes and regulations of this institution and the Bylaws of the Policies of the Board of Regents which are available for your inspection upon request. Acceptance of this appointment under the terms set forth herein is indicated by signing this agreement.

Are you currently employed or anticipate being employed at another USG Institution? _____Yes _____No (If yes, please attach list of institution(s) and the anticipated number of credit hours being taught per institution.)

_____   _____
Signature of Part Time Instructor   Date