Part-Time Teaching Faculty Agreement Form

Original form to be submitted to Provost Office for filing prior to first class day of semester

To: [Please print Instructor’s full name]  
Date: 

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Standard Hours Worked</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Compensation</th>
<th>Begin Date</th>
<th>End Date</th>
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Department Head/Supervisor:

**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 Head or Dean 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 Head or Dean 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](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

- Other institution-specific conditions as listed below:
  1. I agree to confer with you before taking another part-time teaching position elsewhere.
  2. I will provide a minimum of **2250 minutes** of appropriate instruction for a **three-credit hour** course.
  3. I will give the students a detailed course plan during the first two days of class and file that plan with the Department Head.
  4. I will become familiar with and use my Gordon State College email account to correspond with the Department Head and with other school personnel.
  5. I will meet required deadlines to provide enrollment verification for each student on each of my official class rolls using Banner Web and following procedures provided by the Registrar through Gordon State College email.
  6. I will provide time for student conferences.
  7. If I cannot meet a class, I will notify the Department Head or the Dean of the School in sufficient time that the class can be covered (the semester class schedule indicates permissible holidays and mandatory final exam periods).
  8. I will meet required deadlines to post midterm failing grades and to post final grades using Banner Web and following procedures provided by the Registrar through Gordon State College email.
  9. I understand that my pay will be divided into four payments beginning September through December and February through May. I will receive my check at the end of each month except December and May. I will receive those checks at the end of the semester as grades are turned in to the Registrar’s Office.

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  (If yes, please attach list of institution(s) and the anticipated number of credit hours being taught per institution.)

___ No

________________________________________  ______________________
Signature of Part Time Instructor                  Date