

Georgia State University - Part-Time Instructor Agreement Form

Original form to be submitted to the Office of Faculty Affairs for filing prior to first class day of semester

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| Instructor: | GSU EID: | Date: |
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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 |
| | | | | | | | |
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| | | | | | | | |
| Total | | | | | | | |

Department Chair/Supervisor: _____ **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 teaching at more than one USG institution must notify each institution of the appointments and may have his/her employment limited by the institutions. Upon appointment at a USG institution, part-time faculty will be asked to verify in writing that they are in compliance with this policy.
- 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 without a contract 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
 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 attached

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 at another USG Institution? ___ Yes ___ No If yes, please attach list of institution(s).

Signature of Part Time Instructor

Date