**Valdosta State University Part-Time Instructor Agreement Form**

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

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| **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** | **Days** | **Times** | **Location** | **Compensation** |
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*This compensation is based on the Instructor’s degree and total number of credit hours taught and is payable on the last weekday of each calendar month unless otherwise specified*.

**CONDITIONS OF THIS AGREEMENT**

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

* 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 Provost’s Office in consultation with the Dean and Department.
* Should enrollment and budget restraints dictate, it may be necessary that a full-time instructor be assigned to class(es). In this event, this offer will be withdrawn and you will be notified prior to the first class day and no later than the end of the first week of classes.
* All faculty are responsible to meet their scheduled classes according to published times, days, and assigned room. If you must be absent or late for a class for any reason, you must contact the Department Head or Director.
* **All employees are required to out process with the Human Resources office upon termination. Failure to do so could jeopardize future employment with the University.**

**4.2 Definition of Part-Time**

Part-time faculty are non-tenured faculty employed less than full time at a single USG institution or at more than one USG institution and are subject to the following conditions:

1. Are not accruing time toward tenure
2. Are considered temporary appointees, requiring reappointment from year to year
3. Are not the same as adjunct (courtesy) faculty appointments
4. Are not issued contracts
5. Are not eligible for USG benefits
6. A part-time faculty member’s employment cannot exceed more than one-half time for the year at a single USG institution. A part-time faculty member teaching at more than one USG institution must limit his/her employment to less than half-time employment across all USG 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.

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.

Part time faculty members employed by Valdosta State University are required to disclose employment at any other institution within the University System of Georgia. Please list any and all USG institutions (other than VSU) at which you will be employed during the time period covered in this agreement on a separate sheet of paper and attach to this form.

 Signature of Part Time Instructor Date