

Sample Scenario for Part-Time Agreement Process

In this scenario, you are Mickey Mouse and you work for the VSU department “DSNY” as the Department Head. You need to get a part-time instructor (Donald Duck) approved to be a part-time instructor for the Fall 2022 semester (classes start 08/10/2022 and end on 12/10/2022). He will be teaching a 3 credit class (Comedy 101 CRN 1245) Monday, Wednesday, and Friday from 8:00 AM-9:00 AM in West Hall and will be paid \$2,000. You are filling out the form on 06/01/2022 as the forms are due to HR by 07/15/2022 (the deadline was e-mailed to you by HR). All the sections that need to be filled out are highlighted on the sample form so you can see where information would be entered.

- Fill out the top section with the *legal name* of the part-time instructor (Donald Duck as opposed to Don Duck) and the date you are filling out the form (06/01/2022).
- Fill out the next section with the class information.
 - The term (Fall 2022)
 - The begin date (08/10/2022)
 - The end date (12/10/2022)
 - The CRN (12345)
 - The course (Comedy 101)
 - The days the class is taught (M, W, F)
 - The times the class is taught (8:00 AM-9:00 AM)
 - The location of the class (West Hall)
 - The compensation (\$2,000)
 - The contact hours are the hours spent in contact with the class which is 3 times a week for roughly 1 hour apiece (3).
 - *Contact hours are not credit hours.*
 - The standard hours are the ACA hours and are listed on the attachment on the e-mail reminder sent from HR (8.25).
 - *Part-time instructors should not be teaching over 19 standard (ACA) hours a semester.*
- Fill out the regular position number that you receive from your department’s budget analyst (12345678) as Donald Duck is not a rehired retiree.
 - *Keep in mind that rehired retiree and rehired retiree non-USG positions will have different position numbers.*
- Then fill in the contact hours (3) and the standard hours (8.25) under the section labeled Conditions of This Agreement in the middle of the form.
- Then get the three required signatures for the form (you can send via DocuSign, utilize Adobe Certificates, or print and physically sign).
 - You sign as the Department Head (Mickey Mouse) on the same day (06/01/2022)
 - Then the Dean (Minnie Mouse) signs on the same day (06/01/2022)
 - Lastly, the employee (Donald Duck) signs the form on the same day (06/01/2022)
- Donald Duck also answers **No** to the bottom question highlighted in yellow regarding being employed at another OneUSG institution as he only works for VSU.

You will then turn in the part-time agreement form to Human Resources via e-mail as a pdf attachment. In this scenario, your department has your administrative assistant, Peter Pan, gather all the forms and turn them in as one large batch.

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: Donald Duck	Date: 06/01/2022
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(Please print Instructor's full name)

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

Term: Fall 2022		Begin Date: 08/10/2022			End Date: 12/10/2022		
CRN	Course	Contact Hours	Standard Hours Worked	Days	Times	Location	Compensation
12345	Comedy 101	3	8.25	M,W,F	8:00AM-9:00 AM	West Hall	\$2,000
Total		3	8.25				\$2,000

Position Number: 12345678	
Department Head/Director: <i>Mindy Morse</i>	Date: 06/01/2022
Dean: <i>Minie Morse</i>	Date: 06/01/2022

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 3 contact hours will equate to 8.25 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.)

Donald Duck
Signature of Part Time Instructor

06/01/2022
Date