Part-Time Teaching Faculty Agreement Form

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

(Based upon this appointment, this agreement applies specifically to the credit courses described below)

Name:			**EMPLID:**			**Date:**				
Term	**CRN**	**Course**	**Contact Hrs.**	**Standard Hrs. Worked**	**Begin Date**	**End Date**	**Days**	**Times**	**Location**	**Compensation**
Choose a Term			0	0						
Choose a Term				0						
Choose a Term				0						
Choose a Term				0						
Choose a Term				0						
Totals:			0	0						$ 0.00
Position Number (only one per form):					**Is the employee fully remote?** ☐ **Yes** ☐ **No**					
Department Head/Director:						**Date:**				
Dean:						**Date:**				

CONDITIONS OF THIS AGREEMENT

- 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 __0__ contact hours will equate to __0__ 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 will be averaging the number of hours per week noted above. (See 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 – if 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 work ed 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.
- 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.
- Other institution-specific conditions as attached or required.

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. ***If the part-time instructor is not in an active payroll or HR status as of the start date indicated on this agreement due to delays outside the University's control, the base compensation as listed will be pro-rated based on the number of weeks actually worked in the semester.***

The PT Instructor is required to complete all sections below:

1. Are you currently employed or anticipate being employed at another USG Institution (e.g., dual appointment)? ☐ **Yes** ☐ **No**
2. Are you, or will you be by the time of hire, a retiree of the University System of Georgia or any USG school? ☐ **Yes** ☐ **No**
3. Has your physical work location (e.g., state you are working from) changed since your last PT Agreement with VSU? ☐ **Yes** ☐ **No**

Residency (the state that you currently live in): _____ **Work Location (the state that you will be working from):** _____

Signature of PT Instructor: _____ **Date**: _____

Internal Routing & Review

_____ _____ _____

Initial #1 Initial #2 Initial #3

Last Updated: September 14, 2026