



Policy Regarding Part-Time Agreement

Area:	Division of Academic Affairs	Number:	329
Subject:	<i>Policy Regarding Part-Time Agreement</i>	Issued:	8/2011
Applies To:	All Part-Time Faculty	Revised:	8/11/14
Sources:	University System of Georgia <i>Academic and Students Affairs Handbook, Section 4.2</i>	Updated:	
Responsible Party:	Office of the Provost and Vice President for Academic Affairs	Page(s):	Page 1 of 3

I. Purpose

The **purpose** of the Part-Time Faculty Agreement Form is to determine standard work hours and health benefits eligibility. If a part-time faculty member is teaching at more than one University System of Georgia institution, he or she must verify their total employment obligation (across all institutions) (Board of Regents' *Academic & Student Affairs Handbook*, § 4.2).

II. Policy Statement

Policy and Rationale: Georgia Southern University requires all part-time faculty members to complete the Part-Time Faculty Agreement Form each semester of employment. University System of Georgia Board of Regents' policy (§ 4.2, *Academic & Student Affairs Handbook*) requires that all part-time employees verify in writing that they are in compliance with the part-time employment policy.

Definition: Part-time faculty are non-tenured faculty employed at a single University System of Georgia (USG) institution or at more than one USG institution and are 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 Employee 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.

Georgia Southern University defines part time for this agreement as less than half-time or the equivalent of 6 course credit hours per semester and no more than 16.5 work hours per week, including contact hours, prep/grading hours, and office meeting hours. It is the responsibility of the department to identify the standard work hours for part-time faculty engaged in non-instructional activities (e.g., clinical assignments, research, etc.) using the Conversion Table provided below. *Retiree rehires are limited to no more than 6 course credit hours in each of the fall and spring semesters and no more than 6 credit hours in summer.*

III. Procedures (if applicable)

The **procedure** for ensuring compliance with this policy is to have all part-time faculty members complete the Part-Time Faculty Agreement Form each semester of employment and attach the form to the Personnel Action hiring form. Part-time faculty members employed at Georgia Southern University are required to disclose employment at

any other institution within the University System of Georgia. Other System institutions at which the faculty member teaches during the time period covered by the Part-Time Faculty Agreement Form should be listed on a separate piece of paper and attached to the Part-Time Faculty Agreement Form.

Conversion Table:

Contact Hours per Week	Class room/ Contact Hours	Prep/ Grading	Office/ Meeting Hours	Standard Hours Worked <i>per week</i>	FTE/ Effort	FTE/ Effort Rounded
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1 Contact Hour	1	1.25	0.50	2.75	0.069	0.07
2 Contact Hours	2	2.50	1.00	5.50	0.138	0.14
3 Contact Hours (e.g. 1 course)	3	3.75	1.50	8.25	0.206	0.21
4 Contact Hours	4	5.00	2.00	11.00	0.275	0.28
5 Contact Hours	5	6.25	2.50	13.75	0.344	0.34
6 Contact Hours (e.g. 2 courses)	6	7.50	3.00	16.50	0.413	0.41
7 Contact Hours	7	8.75	3.50	19.25	0.481	0.48
8 Contact Hours	8	10.00	4.00	22.00	0.550	0.55*
9 Contact Hours (e.g. 3 courses)	9	11.25	4.50	24.75	0.619	0.62*
10 Contact Hours	10	12.50	5.00	27.50	0.688	0.69*
10.91 Contact Hours	10.91	13.64	5.46	30.00	0.750	0.75**
11 Contact Hours	11	13.75	5.50	30.25	0.756	0.76**
12 Contact Hours (e.g. 4 Courses)	12	15.00	6.00	33.00	0.825	0.83**
13 Contact Hours	13	16.25	6.50	35.75	0.894	0.90**
14 Contact Hours	14	17.50	7.00	38.50	0.963	0.97**
15 Contact Hours	15	18.75	7.50	41.25	1.031	1**

Definitions

Contact Hours: Hours associated with teaching or equivalent work (e.g., studio or lab hour requirements)

Prep/Grading Hours: Hours associated with preparing for classroom/contact hours and hours spent grading class work

Office Meeting Hours: Hours associated with performing required duties, such as office hours, or attendance at faculty meetings

Release time: Faculty who have been approved to do research or lab work in lieu of teaching—use conversion chart to determine hours worked per week, i.e. released from 1 course would be equivalent to 8.25 hours per week research or lab work; released from 2 courses would be equivalent to 16.5 hours per week of research or lab work

Distance/online courses: Treated the same as classroom courses for the hours worked per week conversion

Tracking Requirements – applies to non-health benefits eligible faculty only

Faculty working at two or more institutions through joint staffing agreements must have hours worked tracked across all institutions to determine health benefits eligibility

- For faculty teaching courses with other duties in addition to teaching (i.e. site visits, committee meetings), if the additional hours can be determined as occurring on an average weekly basis, they should be added into the 'standard hours' per week/FTE in payroll in addition to the hours above
- Faculty teaching courses with a variable hour component (i.e., contact hours vary each week due to student needs or other meeting requirements), if the number of variable hours per week is able to be determined, these hours are added to the 'standard hours' per week/FTE in payroll in addition to the hours per the chart above; if the department is unable to establish an average hours per week for the variable component, any variable hours must be approved in advance and added to employee's timesheet
- Faculty with 100% research or clinical responsibilities, if an average hours worked per week is able to be determined, based on grant requirements, this amount is entered in the 'standard hours' per week in payroll; if the department is unable to establish an average hours per week, the faculty member must track hours worked on a weekly basis;
- If a faculty member determines that he/she needs to work additional hours above the Standard Hours Worked conversion or additional hours in any of the above pre-determined hours scenarios, he/she needs to have the additional hours approved in advance and added to his/her timesheet
- If none of these situations apply and the faculty member is working variable hours each week, he/she will be required to track the hours on a weekly basis

Notes: Additional hours worked that are recorded on the employee's timesheet will be used to determine health benefits eligibility under the Affordable Healthcare Act, **not** for salary or pay purposes. Exceptions to any of the above items should be discussed and documented through the institution's Human Resources office.