



Part-Time Faculty Compensation Agreement Form

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

Faculty:	Date:
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Department:

Term: **Begin Date:** **End Date:**

Compensation for this appointment will be based on the following:

Highest Applicable Degree Attained by Faculty	Pay per credit hour for a full load course	Full-Load Definitions	Compensation for Less than Full-Load
Ph.D. or Ed.D.	\$1000.00	For an undergraduate course, a full-load consists of at least 16 students. For a graduate course, a full-load consists of at least 8 students	If the student count is below the Full-Load by the end of the Reinstatement Period, then compensation will be prorated accordingly.
Master's, Juris Doctorate (J.D.)	\$833.33		
Bachelor's	\$500.00		

CERTIFICATION: This is to certify that I have read and understand my job responsibilities and believe in the philosophy and purpose of Savannah State University. I understand the provisions of this agreement and that I am or will become familiar with and abide by the policies and procedures of Savannah State University. Furthermore, I understand that I must hold at least one office hour per week to fulfill the terms of this agreement. I also understand that this salary will be paid in **four equal installments**. Instructors who begin teaching in August will receive compensation at the end of September, October, November and December. Instructors who begin teaching in January will receive compensation at the end of February, March, April and May. Summer compensation is paid according to the schedule distributed by the Office of Business and Finance.

Entity	Signature	Date
Faculty		
Department Chair		
Dean		
Provost and VP of Academic Affairs		
Chief Human Resources Officer		



**CONDITIONS OF THIS AGREEMENT
(APPLICABLE TO PART-TIME FACULTY ONLY)**

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

- The Affordable Care Act requires employers to track employee hours worked/paid. Part-time faculty at Savannah State University are expected to average no more than 19 hours of work per week. 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. (Please 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. http://www.usg.edu/hr/manual/employee_categories
- Other institution-specific conditions: Your appointment may be discontinued at any time without cause or advance notice by the University. In the event your appointment with the University is discontinued, you will be paid through the last day of your appointment.

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 indicate in the table below the name of the institution(s) and the anticipated number of credit hours being taught per institution.

Term:		Begin Date:		End Date:	
Institution Name	Anticipated Credit Hours	Anticipated Contact Hours	Anticipated Days	Anticipated Times	Anticipated Compensation
Non-Instructional Assignment Description		Anticipated Standard Hours	Anticipated Days	Anticipated Times	Anticipated Compensation
Total Anticipated					

Signature of Faculty

Date