

## Georgia Southwestern State University

### Policy on Part-Time Faculty

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;
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 of the Human Resources Administrative Practices Manual;
6. Are required to work an average of less than 19 hours per week over the academic year which equates to two (3 hour) classes per semester. 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 and is liable for any penalties that might accrue due to exceeding this limit (BOR Academic Affairs Handbook, 4.2.6).

Georgia Southwestern State University (GSW) 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 hours). It is the responsibility of the department to identify the standard work hours for part-time faculty using the Conversion Table provided below:

Contact Hours per Week	Class room/ Contact Hours	Prep/ Grading	Office/ Meeting Hours	Standard Hours Worked	FTE/ Effort
1 Contact Hour	1	1.25	0.5	2.75	0.07
2 Contact Hours	2	2.5	1	5.5	0.14
3 Contact Hours (e.g. 1 course)	3	3.75	1.5	8.25	0.21
4 Contact Hours	4	5	2	11	0.28
5 Contact Hours	5	6.25	2.5	13.75	0.34
6 Contact Hours (e.g. 2 courses)	6	7.5	3	16.5	0.41
7 Contact Hours	7	8.75	3.5	19.25	0.48
8 Contact Hours	8	10	4	22	0.55*
9 Contact Hours (e.g. 3 courses)	9	11.25	4.5	24.75	0.62*
10 Contact Hours	10	12.5	5	27.5	0.69*
11 Contact Hours	11	13.75	5.5	30.25	0.76**
12 Contact Hours (e.g. 4 Courses)	12	15	6	33	0.83**

#### 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 that 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/on-line 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 ACA, **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.