GEORGIA STATE UNIVERSITY | PART-TIME INSTRUCTOR APPOINTMENT FORM

Original to be submitted to the Office of Faculty Affairs for filing prior to first class day of semester.

Instructor:	**GSU EID:**	**Date:**

This appointment is to teach the credit course(s) described below:

Term:				**Begin Date:**		**End Date:**	
CRN	**Course**	**Contact Hours**	**Standard Hours Worked**	**Days**	**Times**	**Location**	**Compensation**
Total		0.00	0.00				$ 0.00

Department Chair/Supervisor:_____ Date:_____

CONDITIONS OF APPOINTMENT

This Part-Time Instructor appointment is based upon and subject to the following conditions:

1. Satisfactory performance, as determined in the sole discretion of Georgia State University. Breach of the conditions of the appointment is grounds for removal of the appointment.
2. 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 0.00 contact hours will equate to 0.00 standard hours worked.
3. You must notify your department chair/supervisor immediately if your job requires additional hours worked so that it can be approved in advance and recorded. Absent such approval of any changes to your schedule, you will be expected to average the number of hours worked per week identified above. (see Human Resources Administrative Practices Manual Employee Categories Policy for additional information.
4. A part-time faculty member teaching at more than one USG institution must notify each institution of the appointments and may have his/her employment limited by the institutions. Upon appointment at a USG institution, part-time faculty will be asked to verify in writing that they are in compliance with thispolicy.
5. 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.
6. Employment must meet Academic & Student Affairs Handbook, Section 4.2 – Definition of Part-Time which is subject to the following conditions:
   A. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution without a contract and will receive no compensation unless a part-time assignment is given;
   B. Are not accruing time toward tenure;
   C. Are required to sign a letter of acknowledgment for each appointment period
   D. Are not the same as adjunct (courtesy) faculty appointments;
   E. 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; and
   F. 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
7. Satisfactory results of a pre-employment mandatory background check, compliance with applicable law and the policies of Georgia State University and the University System of Georgia which are available for your inspection online.
8. All Georgia State faculty are expected to teach in one or more instructional modalities – in-person, online, or blended/hybrid – as determined by the Department Chair or Dean.
9. Such other conditions as may be attached hereto.

Acceptance of Appointment:

_____

Part Time Instructor Date

Are you employed at another USG institution? No☐ Yes☐ (if yes, please attached a list of those other USG institutions).