August 1, 2023

# Dr. John Doe

102 Professional Drive

Carrollton, GA 30117

Dear Dr. Doe:

On behalf of the University of West Georgia (UWG), I am pleased to offer you the position of Part Time Instructor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The contract dates are beginning \_\_\_\_\_\_ and ending \_\_\_\_\_\_\_. This offer is subject to final approval from the President and is further contingent upon enrollment in the course. The department chair and dean determine the enrollment necessary for courses to be offered. Based upon this appointment, this agreement applies specifically to the credit course(s) described below:

**Part-Time Teaching Faculty Agreement Form**

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

|  |  |
| --- | --- |
| **To:** | **Date:** |

(Please print Instructor’s full name)

Based upon this appointment, this agreement applies specifically to the credit course(s) described below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Term:** | |  | **Begin Date:** | **End Date:** | |
| **CRN** | **Course** | **Credit Hours** | **Standard Hours Worked (Per Week)** | **Location** | **Compensation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**Department Chair/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONDITIONS OF THIS AGREEMENT**

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

* 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 \_\_\_ credit hours will equate to \_\_\_ standard hours worked 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. If you do not notify your department chair or supervisor of any changes to your schedule, we will expect that you are averaging the number of hours per week noted above. (see [Human Resources Administrative Practices Manual Employee Categories Policy](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Categories_Classification,_Compensation,_and_Payroll.pdf) 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 20 hours per week over the academic year. Hours worked per week are based on credit hours. See conversion chart to determine the number of credit hours that can be assigned to the part-time faculty to meet the less than 20 hours per week condition

* Other institution-specific conditions as attached

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 attach list of institution(s) and the anticipated number of credit hours being taught per institution.**

This offer is contingent upon our receiving your official transcripts by your contract date, as well as completion of a background investigation including a criminal background check demonstrating your eligibility for employment with UWG, as determined by UWG in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Human Resources will send a link for the background check from Accurate to your “westga.edu” email address.

The UWG [Faculty Handbook](https://uwg.policystat.com/policy/13070078/latest/) and [Statutes](https://www.westga.edu/assets/provost/docs/Statutes.pdf) should be consulted for coverage of relevant policies and expectations.

Whether you are being hired for the first time or returning, you must go by the Human Resources Office to complete or confirm taxes and benefits election forms if applicable. If you have formerly been employed at the University of West Georgia, all other formal preliminary requirements for this office are on file. If you are new to the University of West Georgia, you must also complete at Human Resources an Employment Eligibility Verification Form (I-9) prior to beginning work. The I-9 verification process requires that you provide appropriate identification proving eligibility to work. The list of approved documentation can be obtained in Human Resources or on the United States Department of Homeland Security website.

If you accept this offer, please sign below and return this letter to me within ten days of this letter’s date. You may wish to retain a copy for your records.

The faculty and staff of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ look forward to having you join us at the University of West Georgia.

Sincerely yours,

Dean or Director

CERTIFICATE OF ACCEPTANCE

**I understand and accept this offer of employment**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date