



# eCore® Instructional Faculty Application for Temporary Part-Time Faculty

Please complete this form and return to:

**Christy Talley Smith**  
USG eCore Director of Curriculum & Instruction – Murphy Building  
University of West Georgia  
Carrollton, Georgia 30118

## **Temporary Part-Time Faculty Compliance Statement**

Temporary Part-time (PT) faculty are non-tenured faculty employed less than full time at a single USG institution or at more than one USG Institution and are subject to the following conditions:

1. Are not accruing time toward tenure.
2. Are considered temporary appointees, requiring reappointment from year to year.
3. Are not issued contracts.
4. Are not eligible for USG benefits.
5. A temporary part-time faculty member’s employment cannot exceed more than one-half time for the year at a single USG institution. A temporary part-time faculty member teaching at more than one USG institution must limit his/her employment to less than half-time across all USG institutions.
6. Hired on a per semester basis, USG eCore® part-time faculty members may teach up to two courses per semester (no more than seven credit hours (0.48 FTE) per academic term). This is *cumulative* across USG institutions.
7. Are not employed for more than one consecutive academic semester for 30 hours or more, except when the Academic semester is combined with Summer semester immediately preceding or following the Academic Semester.
8. After 1,300 hours worked or employment for 12 consecutive months across all USG institutions whichever comes first, the temporary employee must have a break in employment of 26 weeks.

### ***Compliance Statement:***

I certify that I have read the above policy, and am in compliance with the part-time faculty policy.

\_\_\_\_\_  
Employee’s Signature

### **Applicant Agreement**

I have reviewed the information contained in the eCore® Faculty Memorandum of Understanding (MOU) document. Should I be selected to teach in an eCore® course, I agree to accept these terms and criteria and to furnish a signed copy of this document to the eCore® Administration.

Subject(s) I am qualified to teach: \_\_\_\_\_

*[List Course(s) or subject area, i.e. ENGL 1101 or ENGLISH]*

### **Maximum Number of Sections Per Term Your Institution Has Approved for You to Teach:**

**Summer 2017:**     One    Two

**Fall 2017:**     One    Two

**Spring 2018:**    One    Two

\_\_\_\_\_  
Print name of Faculty

\_\_\_\_\_  
Institution of Faculty

\_\_\_\_\_  
Signature of Faculty

\_\_\_\_\_  
Date



## Endorsement of Applicant

I endorse the application of the above-mentioned faculty applicant as an instructor for eCore® courses. Should he/she be selected to participate in this effort, I agree to support his/her participation as outlined in the information contained in the eCore® Memorandum of Understanding.

I understand that this institution's VPAA office will receive a portion of tuition revenues for the course. I understand that our institution will pay the faculty member \$1200 per credit hour for the assigned eCore course taught from the funds received. \$5,500 is sent for a 3 credit hour course. \$6,700 is sent for a 4 credit hour course.

\_\_\_\_\_  
**Print** name of Department Chairperson

\_\_\_\_\_  
**Signature** of Department Chairperson, Date

\_\_\_\_\_  
**Print** name of Academic Dean

\_\_\_\_\_  
**Signature** of Academic Dean, Date

\_\_\_\_\_  
**Print** name of Human Resources Officer\*

\_\_\_\_\_  
**Signature** of Human Resources Officer, Date

\_\_\_\_\_  
**Print** name of Chief Academic Officer

\_\_\_\_\_  
**Signature** of Chief Academic Officer, Date

*\*To confirm ACA compliance*