

New Process for “Regular” Part-Time Faculty

Faculty Personnel has worked with the Part-Time Faculty Subcommittee of the Faculty Senate and Human Resources to try to provide better services for those individuals who regularly teach courses on a part-time basis for our students. Following is some background information and procedures that will better serve our part-time faculty and alleviate a little work for those staff who must process the paperwork to get these individuals hired.

Background

Under current procedures, part-time faculty who teach two or three semesters per year must be hired and re-hired each term. Your UBMs or other office personnel are aware of this because they must input the information into PeopleSoft each term. In addition, once part-time faculty reach the terminal date of their contract in a given term, they are dropped from the system and thus are unable to utilize e-mail, Blackboard, SAC privileges (e.g., use of the recreational facilities) and library privileges. These privileges are reinstated once they are re-hired for the next term. This has been a long-standing issue with most of our part-timers and has created some problems with student grades, etc.

New Process

Working with Payroll and other offices within HR, we now have created a new pay group (termed L-11) into which we can place those part-time faculty who teach two or more semesters during the year. The L-11 pay group will now retain those privileges previously lost during semester breaks. In addition, they will not need to be “rehired” in the second semester, thereby saving some work for office personnel.

Your office should send the ‘annual contract’ (the standard form available on-line) and the Job Data Change (JDC) form to the Provost’s Office for Faculty Personnel for approval and forwarding to Payroll. Payroll will not process these without a signature from the Provost’s Office.

Eligibility for the L-11 pay group

Part-time faculty who have taught at least one year at UofL will be issued an ‘annual contract’ detailing their teaching assignments for the fall and spring semesters (and summer pay must be set up as xpay). These faculty will be placed in the L-11 pay group.

Health Benefits Option

Those part-time faculty who teach at least 2 course per semester (0.40 FTE) have the option of buying into one of UofL’s health care packages. UofL will contribute the annual equivalent of \$94 per month for 12 months toward that coverage. The university contribution actually will be made over 10 months (August – May) at \$112.80 per month. Current coverage is for 10 months only. L-11s can enroll in the health plan at open enrollment or when they are hired.

Reminders: The L11's setup is similar to the F11's. Example: If the part time faculty member teaches 1 class in the fall and 3 classes in the spring, you calculate the FTE as follows, each class is = to 20%. So fall =20% and spring = 60%, add them together to get 80%, divide by 2 =40% for the year. Salary is done as follows fall \$1000 and spring \$3000 add them together to give us the annual Salary of \$4000. The part time faculty would receive \$400 a month for 10 months. FTE is based on 37.5 hours a week, so 40% of 37.5 = 15 hours.

Therefore, the position above would have the following attributes on the PAR:

Position number	Leave blank
	New position should be marked
Department Number	Please use your dept. number
Effective date	08012006
Reports to	Please list the PCN number to which the person is reporting
Position Title	Lecturer/Contract
Standard Hours	15
Full/Part Time	PT
Max Head Count	1
Job Code	001742
Reg/Temp	T
FTE	We calculate the FTE (40%)
	Funding must be included on the form.

This person would be eligible for health benefits.

Criteria for the pay group

- Part-time faculty who have taught at least one year at UofL and currently teaching at least 1 class in the fall and 1 class in the spring semesters.
- Each part time faculty must be on a separate position (no lump sum positions allowed)
- Must have the job code 001742 and the title of Lecturer/Contract
- Must be set up for employment between August – May
- Must be set up on an annual contract
- Summer pay is done as an xpay
- If the employee does not qualify, please use the L12 pay group.

FTE	Hours
20%=	7.50 hours
30%=	11.25 hours
40%=	15.00 hours
50%=	18.75 hours
60%=	22.5 hours
80%=	30.00 hours
1.0	37.50 hours