

**L11 contracts:**

- Includes Fall and Spring semesters on a single contract, submitted the previous summer; L11 contracts can also include Summer, Fall, and Spring (so, for example, Summer 2021, Fall 2021, Spring 2022—just like an AWP)
- Instructor must teach at least 2 courses (3 or 4 credit hrs) in fall and 2 courses (3 or 4 credit hrs) in spring OR one of these required courses can be taught in the winter term instead (2 in fall/ 1 in winter / 1 in spring or 1/1/2)
- Instructor is eligible for benefits; direct questions to HR (Terri Morgan)

**L12 contracts:**

Any contracts that do not meet the above criteria are L12s. This is the case even if the instructor ends up teaching 2 in fall and 2 in spring. If the contract isn't set up initially as an L11, the addition of spring courses later won't result in a shift to L11.

**Additional information:**

L11s are set up prior to the start of the academic year. If a class is cancelled and the instructor drops below a 2/2 load, the department is still responsible for paying benefits. For that reason, we recommend reassigning courses from L12 instructors to L11 instructors if classes are being cancelled.

**Maximum teaching loads:**

PTLs cannot teach more than 12 credit hours in any given semester (Fall or Spring)—so no more than 4 three-credit-hour courses or 3 four-credit-hour courses..

A PTL can teach one winter term course (either three or four-credit-hours) in addition to these limits.

**Paychecks:**

- L11s are set up to be paid August through May. If they teach during the summer, they have to apply through the pool in order to receive additional pay. That is the case even if summer teaching is included on the original contract for the academic year.
- L12s are set up to be paid August – December (fall term); January (winter term); or January – May (spring term).
- Summer will be paid based upon the summer session taught and will be determined each year by the LFO.
- Winter teaching is paid in January.

**Benefits are paid according to the total FTE.**

Less than .40 = not benefit eligible

Greater than .40 or equal to .79 = eligible for part-time benefits

Greater than or equal to .80 = eligible for full-time benefits