

Distribution: Send original and yellow copy to Human Resources. Retain pink. Print on 3-part NCR paper.		Human Resources Statement of Appointment Part-Time Credit Instructor F0301 Non-Contracted			
Name (Last)	(First)	(Mi)	“L” number L	Submitting Department / Division	Term / Year Win 04
Action Requested <input type="checkbox"/> New Hire (Attach W-4, I-9 & Confidentiality) <input type="checkbox"/> Reappointment <input type="checkbox"/> Change Existing Payroll Records <input type="checkbox"/> Termination Voluntary <input type="checkbox"/> Termination Involuntary			Table Grade Step	Calculations: # credits / full time term load x full time term salary / # of pay periods (i.e., 6 per term.) 15 credits = full time; if not, use credit hour equivalent or TLC. (Some divisions use 12 credits as full time.) To calculate appt %, divide instructor's total term credit hours worked by department's full-time term workload.)	

Payroll Account Distribution

Position No.	Suff ix	Appt %	F O A P	Beg. Date	End Date	Hrs per Pay	Assigned Salary	Timesheet Org	Labor Dist %
F16									

Comment:

Assignment Course No.	Course Title	Credit Hour Equiv. / TLC
Inservice		
Term FTE		Total Credit Hour Equivalent

Conditions of Employment:

THIS APPOINTMENT IS SUBJECT TO THE FOLLOWING CONDITIONS:

- I. This appointment is for one term; no guarantee is made for additional terms.
- II. Instructors must meet institutional standards for instructional qualifications.
- III. Instructors are expected to be available to students outside of class for at least one hour per week per section taught.
- IV. Performance of instructors is subject to evaluation which may include classroom visitation.
- V. Should enrollment fall below or never reach the appropriate class size, the class may be canceled any time within the first two weeks of the term and the appointee's assignment adjusted accordingly.
- VI. When necessary, to complete a contracted instructor's load, this assignment or a portion thereof may be given to a contracted faculty member.
- VII. In the event a class is canceled, or failed to be met satisfactorily by the appointee, the appointee will be reimbursed accordingly to the pro-rated formula:

$$\frac{\text{\# of hours worked}}{\text{\# of hours in term}} \times \frac{\text{\# of credits}}{\text{\# of credit hour rate}}$$

To be Completed by Employee

I accept this position subject to the conditions stated above. <input type="checkbox"/> Yes <input type="checkbox"/> No	I will also be teaching a credit course in another Div/Dept this term. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Div/Dept: _____
I am or have been a member of the Public Employees Retirement System <input type="checkbox"/> Yes <input type="checkbox"/> No Other Public Employer, Name: _____	Employee Signature _____ Date _____

Compensation and Eligibility for Benefits Subject to Verification and Approval by Human Resources

Approvals

Submitted by	Extension	Date
Div/Dept Chair _____ Date _____	Budget Authority _____ Date _____	Human Resources _____ Date _____

Human Resources Only

Employee Class F2 F4 F6	B/U Date	Dues 8.05 or 12.65 or 18.28 and 2.59	Insurance Yes No	Booked	DB	Entered/Date
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