



**MONTANA STATE UNIVERSITY-BILLINGS
BILLINGS, MONTANA
PART-TIME FACULTY INSTRUCTOR AGREEMENT**

This agreement is required for all non-contract part-time faculty appointments for each semester

(I. Section to be completed by the department.)

I. The following appointment (check one): Fall Semester Intersession Spring Semester Summer

Part Time Faculty Member _____ ID# _____
(Name)

(Department) (College) (Index Number)

Listing of Courses to be Taught this Semester:

Prefix/Number/Section	Credit Hours	Semester

Description of other appointment action [prepare course syllabus, office hours, etc:] _____

Compensation @ \$800/credit: _____

If you wish to accept this offer, please sign below and return this form to the department chair. Upon request, a copy of the signed agreement will be provided for your files. This appointment is not approved until all signatures have been received on the Employee Transaction form.

Signature Date

(Complete page 2)

Applicant Information Concerning Part-Time Employment

(II. Section to be completed by applicant)

II. Part-time employees are limited to working LESS THAN 20 HOURS PER WEEK unless prior approval is received from the Human Resources Office. The ACADEMIC YEAR (Fall, Intersession, Spring) credit load for Individuals teaching on a part-time basis are LIMITED AS FOLLOWS:

- Maximum of 11 credits if assigned UNIVERSITY credits
ONLY Maximum of 17 credits if assigned CITY COLLEGE credits ONLY.
- Maximum of 17 total credits with a maximum of 11 University credits if assigned credits from BOTH campuses. In addition, a combined prorated semester FTE will be calculated based on 18 credits for City College credits and 12 for University credits. The combined semester FTE for PT faculty cannot be .50 or greater in BOTH semesters. Online courses are included in total credits and in the FTE calculation.

In order to determine your eligibility to fulfill the time requirements of this assignment, we request that you answer the following questions. Please answer these questions as they apply on the date you complete this form. These questions apply to ALL employment assignments at both the main campus and City College.

1. If you are currently employed by MSU Billings or another campus in the Montana University System in addition to part-time teaching, please list all the departments, current assignments and expected hours per week. If a part-time employee is working on campus in addition to teaching, teaching workload is calculated as 3 hours/credit per week. For example, a 3 semester credit hour class is 9 hours per week. For part-time teaching assignments, answer question 2.

2. List all terms, departments, course names, and credits you have taught or will be teaching on a part-time basis for any department at MSU Billings including the City College and MSUB Online, during the current academic year (academic year includes Fall, Intersession and Spring).

Course Rubric/Number/Section

Credits

Semester/Intersession

If you wish to accept this offer, please sign below and return this form to [department]. Upon request, a copy of the signed agreement will be provided for your files. This appointment is not approved until all signatures have been received on the Employee Transaction form.

I attest that to the best of my knowledge the information provided on this form is true:

Signature

Date

The MSU Billings retains the right to cancel this appointment for any reason, including lack of sufficient enrollment as determined by the University. Upon cancellation, the instructor shall be paid a sum for all class periods already offered based on the percentage such classes comprise of the total classes initially included in the contract.

Department originates the Part-Time Faculty Instructor Agreement. The Department originates the Employee Transaction Form, attaches the signed Part-Time Faculty Instructor Agreement form and forwards to the Dean for signature. Dean forwards to the Provost Office for regular routing of Employee Transaction Forms.