

INSTRUCTIONS AND GUIDELINES FOR USING APPLICANT INFORMATION FORM

1. Before making an offer of employment to an individual, have the applicant fill out this form.
2. If the applicant **IS NOT** a current employee and **HAS NOT** been employed as a part time instructor in the current academic year, no further consideration needs to be given to the issue of multiple part time employment assignments. However, if the employee is subsequently offered other employment, the employee may choose to request a change in this assignment.
3. If the employee **IS** a current employee or **HAS** been employed as a part time instructor in the current academic year, a determination of eligibility to be employed in this position must be made. The following information is intended as a guide for making that determination.

Part-time Faculty

- Part-time faculty can be employed to teach an academic year total of 17 credits with no more than 11 credits related to main campus courses. The academic year includes Fall, Intersession, and Spring. This includes all courses whether offered by the main campus, the College of Technology, the College of Professional Studies or MSU-B On-line. Cooperative Education faculty supervision does not count toward the total academic year credits (see field experience supervision below).
- If the part time faculty member is employed for other types of part-time positions such as tutoring, field experience supervision, on-line course development, part time coaching, training and development instruction, extension course instruction, etc, all hourly assignments must be considered together to determine if the employee is employed on a half time basis or greater. Use the standard of 4.5 hours per 3 credit course to determine working hours if there is a combination of part-time teaching and other types of part-time positions. Part time faculty should have a total appointment of less than halftime (less than 20 hours per week) or less than .50 FTE over the entire academic year (as appropriate for the main campus faculty and the College of Technology faculty as listed above).

Non-teaching Part-time Employees

- Unless prior approval is received from the Human Resources office, non-teaching part-time employees are limited to working a total of **LESS THAN 20 HOURS PER WEEK**.
- Graduate Teaching Assistants (GTAs) are required to work up to 19 hours per week limiting them to one GTA assignment.
- Graduate Research Assistants (GRA's) are required to work up to 15 hours per week limiting them to 4 additional hours per week in other part-time assignments.
- If the employee becomes eligible for benefits and is approved for benefits by the Human Resources Office, the department will be responsible for securing appropriate funding for the employer paid benefits.

Please direct any questions or comments about this form and complying with its intent to the Human Resources Office.