



UNIVERSITY OF SOUTHERN MAINE

University of Southern Maine
Part Time Teaching Agreement
Credit and Credit Equivalent Courses

Date:
Campus:
College:
Department:
Prepared By:

Name:
MaineStreet ID:
Address:

This Agreement verifies your teaching assignment. The Course you are scheduled to teach is:

Course Number:
Class Number

Course Title:

Course Location:
Course Begins:
Course Ends:

Days :
Time:
to:
Semester:

Days 2:
Time:
to:

Rank:
Academic Credit:

Salary for this assignment is as follows:

Table with 7 columns: Cr. Hrs., Rate per Cr.Hr., Salary, #Pays, Rate/Period, HR Accounting ID#, and Tot Cr Hrs. Includes rows for Lab and Total.

Payments shall be issued on the last day of each month at the rate per period

(Fall semester: September, October, November, December; Spring semester: January, February, March, April, May.)

Part-Time Faculty members who use their personal automobile for assigned non-campus University business shall receive reimbursement at a rate consistent with official University policy or Article 22 of the Part-Time Faculty Agreement.

Assignments shall be made by the appropriate administrator. Changes in official assignment may be made in the event of unusual or unforeseen circumstances or by mutual agreement of the unit member and the appropriate administrator.

Special terms of the agreement consistent with existing contract requirements:

HOME DEAN OR DIRECTOR:
PRINTED NAME
DATE

INSTRUCTOR:
PRINTED NAME
DATE:

Distribution: Original: Human Resources
Copies to: Dean, Provost, Department Chair, and Instructor