

PERSONNEL POLICIES FOR GRADUATE STUDENTS & INSTRUCTORS

Graduate Students

Because of the University System guidelines that a graduate assistant must be at least 33.333% per semester in order to receive tuition remission, it has been the practice of Arts & Sciences to pay a graduate assistant who will have a total of 3 courses for the year (either 1 course Fall and 2 courses Spring OR 2 courses Fall and 1 course Spring) equally over the two semesters in order for the student to receive tuition remission both semesters. This will remain the practice for those graduate students who are budgeted in this manner by their INITIAL Fall semester personnel. However, we will no longer retroactively make this arrangement available. Nor will the Dean's Office cover the shortfall for replacement teaching because of a student being paid in advance to attain the 33.333%-time status should that student terminate prior to completion of duties. Any errors in commitments to graduate students will have to be covered by the department.

i.e. A graduate student set up for 1 course Fall and 1 course Spring (or 1 course Fall only), if continued Spring for 1 course (or more)...we will NOT retroactively charge a portion of those earnings to the Fall semester in order for the student to receive tuition remission for Fall.

OR

- A graduate student set up for 2 courses Fall ONLY, if continued Spring for 1 course, we will NOT assume responsibility for the tuition remission for the Spring semester.

OR

- A graduate student is set up for 1.5 courses Fall and 1.5 courses Spring, with the actual assignment being 1 course Fall and 2 courses Spring; if terminates end of Fall, only 1.5 units for replacement teaching will be made available from the Dean's Office. The remaining .5 units for replacement teaching will be the responsibility of the department.

To read more about Graduate Teaching Assistant information please visit the GTA policy manual link below.

<http://www.ctl.uga.edu/teachingassistant/handbook>

Limited Term Instructors

The University's guidelines states that an employee must be at least 75% time in order to be full-benefits eligible. A full-time teaching load for a Limited Term Instructor is 8 courses per academic year, if equally divided over the two semesters equates to 50%

time. Instructors must be budgeted in this manner by their INITIAL Fall semester personnel. However, after the initial assignment each fall, no adjustments to the teaching load may be made without prior approval by the Budget Office...with the exceptions of terminations. Further, in most cases any adjustments will not be approved! Nor will the Dean's Office cover the shortfall for replacement teaching because of an instructor being paid in advance to attain the 75%-time status should that instructor terminate prior to completion of duties.

- Any instructor whose teaching load for each semester, independent of the other semester, is 75%-time or more should be paid according to their actual assignment.

Part Time Instructors

Part-time faculty are non-tenured faculty employed less than full-time at a single University System of Georgia (USG) institution, or at more than one USG institution. Part-time faculty:

1. Are not accruing time toward tenure.
2. Are required to sign a letter of agreement for each appointment period and are not issued contracts. [A template letter of agreement](#) is posted at the Office of Faculty Affairs website.
3. Are not the same as adjunct faculty appointments, which are unpaid.
4. May be USG benefits eligible, depending on the duration of their employment and percent time employment. If the part-time appointment is continuous for more than one consecutive semester (excluding summer) and 50% time or greater, benefits will be offered based on percent time in accordance with the [Employees Categories policy](#) in the USG Human Resources Administrative Practice Manual.
5. Are required to account for hours worked/week over the academic year. If teaching is an assigned duty, then the faculty member's instructional work time is based on contact hours/week. See the UGA contact hour conversion chart (below) to convert instructional contact hours to standard hours worked and percent time employed. If teaching is not the only assignment, then part-time faculty must track their non-instructional hours worked/week.

UGA Contact Hour Conversion Chart¹

Class Credit Hours Per Semester	Classroom/Contact Hours Per Week	Prep/Grading Hours Per Week	Office/Meeting Hours Per Week	Standard Hours Worked Per Week	% Time Per Week	Benefits Eligibility²
1	1	1.7	0.7	3.4	8.5	None
2	2	3.4	1.4	6.8	17	None
3 (1 course)	3	5	2	10	25	None
4	4	6.7	2.7	13.4	33.5	None
5	5	8.4	3.4	16.8	42	None
6 (2 courses)	6	10	4	20	50	Partial
7	7	11.7	4.7	23.4	58.5	Partial
8	8	13.4	5.4	26.8	67	Partial
9 (3 courses)	9	15	6	30	75	Full
10	10	16.7	6.7	33.4	83.5	Full
11	11	18.4	7.4	36.8	92	Full
12 (4 courses)	12	20	8	40	100	Full

¹In order to be consistent with UGA's teaching load policy, this chart differs from the USG Contact Hours Conversion Chart.

²Part-time faculty must be employed for more than one consecutive semester (summer excluded) to be benefits eligible as indicated above.

- Who work or teach at more than one UGA unit and/or USG institution must notify each unit/institution of the appointments, disclose the number of contact hours being taught or hours worked at each unit/institution, and may have his/her employment limited by the unit/institutions. A USG Consultant Services Agreement (http://provost.uga.edu/documents/consultant_institutional.pdf) between institutions must also be initiated. In most cases, the consultant services agreement form must be fully-executed by the Presidents of both institutions prior to the employment effective date. Note that initiation of this agreement is an on-going obligation prior to any new term of joint employment among USG units.

Example: A part-time instructor set up for 3 units Fall only, if continued Spring for 2 units (or less), will NOT be considered 75%-time for spring.

For additional information about part-time faculty, see the following sections of the Board of Regents Policy Manual:

- [1.2.5, Institution Responsibilities](#)
- [3.2.2, Election of Faculties](#)
- [8.2, General Policies for all Personnel](#)
- [8.3, Additional Policies for Faculty](#)

Sources for UGA Policy:

[BOR Academic & Student Affairs Handbook: 4.2 Definition of Part-Time](#)

[BOR Human Resources Practice Manual: Employee Categories](#)