



# PART-TIME TEMPORARY FACULTY & OVERLOAD TEACHING AGREEMENT

<b>If not typed, use black ink. White paper only.</b>		
Prepared By _____	Phone _____	Date _____

Prefix	First Name	Middle I	Last Name	Suffix	MaineStreet ID #	Position #	Department offering course
Home Address			Home Campus	Home Department		Campus Address	

<b>Bargaining Unit:</b> D PATFA *      D AFUM      D UMPSA D Non-Rep. Faculty/Admin. Staff      D Other * Requires a current availability form on file	<b>Rank:</b> D Assistant Professor    D Associate Professor    D Professor D Lecturer I            D Lecturer II            D Lecturer III D Instructor              D Lecturer (Non-PATFA)	<b>Semester:</b> D Fall                      D Spring D Summer                 D May Term D Other                     Year: _____
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Course Code #: _____	Day/Time: _____	Course Begins: ____/____/____	Course Ends: ____/____/____
Course Title: _____	Location: _____	Salary: \$ _____	<b>Credit Hours:</b> _____
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Course Title: _____	Location: _____	Salary: \$ _____	<b>Credit Hours:</b> _____

<b>Recommendations / Approvals</b>	_____	_____	_____	_____	<b>Total Credit Hours:</b>	_____
	<b>Department Head</b>	<b>Date</b>	<b>Dean</b>	<b>Date</b>		
	_____	_____	_____	_____		
	<b>Graduate Dean (Graduate level courses)</b>	<b>Date</b>	<b>Provost/Vice President</b>	<b>Date</b>		

Assignments shall be made by the appropriate administrator. Changes in official assignment may be made by the appropriate administrator in the event of unusual or unforeseen circumstances. Courses may be retracted at any time due to lack of work or enrollment, or budgetary or programmatic considerations. Members of the Part-Time Faculty bargaining unit (PATFA) may be eligible for a course cancellation fee.

PATFA unit faculty are required to notify the appropriate department head/dean when they accept assignments at more than one campus or in more than one department. Written authorization from the appropriate dean and/or vice president is required for a unit member to accept more than three courses in any one semester.

Eligible faculty will become a member of the bargaining unit (PATFA/MFT/AFT, AFL-CIO) when they have taught part-time in two of the previous four semesters and are teaching part-time during the current semester. PATFA unit members may be eligible to participate in the University's group health, life insurance and tuition waiver program. For more information, see the agreement between UMS and PATFA at [http://www.maine.edu/system/lr/labor\\_relations.php](http://www.maine.edu/system/lr/labor_relations.php) or contact the Employee Benefits Center.

The University of Maine System provides reasonable accommodations for qualified individuals with disabilities. Requests for accommodation should be directed to the Office of Equal Opportunity. University policy prohibits sexual harassment of either employees or students. Any employee or student who violates this policy will be subject to disciplinary action. Please contact the Office of Equal Opportunity for additional information on student and employee rights under this policy and the channels for reporting concerns related to sexual harassment.

All new University employees or those who have not worked for the University in over 1 year are required to verify their eligibility to accept employment within three business days of their first day of work. Proof of eligibility to work and identification (such as a Social Security card and a driver's license, or other acceptable documents) should be presented to department hiring agent for completion of Form I-9.

If you have questions or concerns regarding the terms or conditions of your employment, please contact your department chairperson, dean/director or Human Resources. Additional information about employment policies is available at <http://www.maine.edu> **To avoid delays in your salary payment, please return this signed form to \_\_\_\_\_ as soon as possible.**

**I accept the above terms and conditions:**

_____	_____
Faculty Member Signature	Date

Payroll Use Only	SOHR 08/2017 HR COMP TEACHING
D PATFABU Updated	AGREEMENTS/OVERLOADS

# of Payments	Monthly Rate	Earn Code	Start Date	Stop Date	Accounting ID (10 Digits)	Chartfields	Percent
							%
							%