



# PART-TIME TEMPORARY FACULTY & OVERLOAD TEACHING AGREEMENT

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

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

|   |   |   |
|---|---|---|
| <b>Bargaining Unit:</b><br><input type="checkbox"/> PATFA * <input type="checkbox"/> AFUM <input type="checkbox"/> UMPSA<br><input type="checkbox"/> Non-Rep. Faculty/Admin. Staff <input type="checkbox"/> Other<br>* Requires a current availability form on file | <b>Rank:</b><br><input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor<br><input type="checkbox"/> Lecturer I <input type="checkbox"/> Lecturer II <input type="checkbox"/> Lecturer III<br><input type="checkbox"/> Instructor <input type="checkbox"/> Lecturer (Non-PATFA) | <b>Semester:</b><br><input type="checkbox"/> Fall <input type="checkbox"/> Spring<br><input type="checkbox"/> Summer <input type="checkbox"/> May Term<br><input type="checkbox"/> Other    Year: _____ |
|---|---|---|

|                      |                 |                            |                            |
|----------------------|-----------------|----------------------------|----------------------------|
| Course Code #: _____ | Day/Time: _____ | Course Begins: ___/___/___ | Course Ends: ___/___/___   |
| Course Title: _____  | Location: _____ | Salary: \$ _____           | <b>Credit Hours:</b> _____ |
| Course Code #: _____ | Day/Time: _____ | Course Begins: ___/___/___ | Course Ends: ___/___/___   |
| Course Title: _____  | Location: _____ | Salary: \$ _____           | <b>Credit Hours:</b> _____ |
| Course Code #: _____ | Day/Time: _____ | Course Begins: ___/___/___ | Course Ends: ___/___/___   |
| Course Title: _____  | Location: _____ | Salary: \$ _____           | <b>Credit Hours:</b> _____ |

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

The University of Maine provides reasonable accommodations for qualified individuals with disabilities. Requests for accommodation should be directed to the Director 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 Director 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 the Payroll Office (Corbett Hall 120/124). Payroll will also assist with the completion of any other required forms.

If you have questions or concerns regarding the terms or conditions of your employment, please contact your department chairperson, dean/director or Human Resources at 581-1588. Additional information about employment policies is available at <http://www.umaine.edu/hr> **To avoid delays in your salary payment, please return this signed form to your department head as soon as possible.**

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

\_\_\_\_\_  
 Faculty Member Signature

\_\_\_\_\_  
 Date

|  |
|--|
| Payroll Use Only<br><input type="checkbox"/> PATFABU Updated |
|--|

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