

University of North Florida Part-Time Faculty Contract

I. Part-time Faculty Information

Faculty Name (Last, First, Middle)	N #	Account Codes Index Fund Org	*OPS Contract Amount
College/Department	Number of pay periods	Payroll Start Date: ____/____/____ Ending Pay Period : ____/____/____	Biweekly Rate of Pay
Date of first class	FTE (Fulltime Equivalency)	Effective Term (indicate year) Fall ____ Spring ____ Summer A ____ B ____ C ____	

II. Part-time Faculty Status: (Check all that apply)

New Amended Date: _____ (R6) Retiree Active
(R7) Retiree Emeritus (R2) Former Phased Retirement (FV) Visitor/Term

Previously Approved Returning/Last Term Taught (year): Fall ____ Spring ____ Summer ____

Non-Grad Faculty Request to Teach Graduate Courses ([download form](#) each semester and include if teaching graduate level course)

III. Assignment (UNF Courses) – Instruction [*HR (ECLS-F5)]

Course Number(s)	Section Number	Title	*Credit Hours

*Part-time faculty will be paid a minimum of \$750 per credit hour. All exceptions must be approved by the Provost or his/her designee. Part-time faculty may be assigned no more than 9 credit hours or 3 courses per semester. No exceptions will be made to this policy. To view the University's current official policy, [click here](#).

IV. Additional Information/Non-Instructional Activity (one-time workshop activities) [*HR (ECLS-F7)]

V. Research [*HR (ECLS-F8)]

* (For Human Resources purposes only)

Academic Affairs _____

VI. Employee Certification

I, _____ certify that I am or I am not employed by the State of Florida.
(type name)

Note: Check box if the part-time faculty is employed by another department at UNF. If so, an [Extra State Compensation Request Form](#) must be submitted to the Office of Human Resources two weeks prior to the effective date of the contract.

1) _____
Department Chair/Principal Investigator Signature Printed Name Date

2) _____
College Dean Signature Printed Name Date

3) _____
Office of Research and Sponsored Programs Signature Printed Name Date

Part-time faculty – Please review the background check and SACSCOC compliance information, initial each section, and sign below.

faculty initial

Background Check

This offer of employment is contingent upon the successful completion of a Level 2 background check. If this background screening has not already taken place, you will soon receive an email from CastleBranch, our employment screening vendor, requesting information to begin the background screening and schedule a fingerprinting appointment. It is important that you submit your information upon receipt to avoid delays in the hiring process. Once your information is submitted results are returned to Human Resources for review within approximately 5 to 10 business days. If you are a foreign national, this timeframe may take longer. In the event that the background check has not been completed at the time your appointment begins, your continued employment will be contingent upon receipt of background check results that meet university standards.

faculty initial

SACSCOC Compliance Statement

In compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards, this agreement is contingent upon receipt of an original, official transcript of your academic work reflecting highest degree, three current letters of professional recommendation justifying your ability to teach and/or perform research in the assigned discipline, and a current vita or resume. If the part-time faculty does not submit the documentation required as a condition of employment by the first day of employment or does not perform or complete the responsibilities and duties as assigned, the University may cancel this agreement by providing the part-time faculty with written notice of cancellation. In the event that the course or activity is cancelled due to lack of enrollment or funding, or cancelled due to the reassignment of faculty workload, remuneration shall be pro-rated on a daily basis to compensate for work completed up to the point of cancellation. The offer is also contingent upon your eligibility to work under the provisions of the Immigration Reform and Control Act of 1986. An Employment Eligibility Verification form (I-9) must be completed by the first day of your employment. Please report to the Office of Human Resources prior to the first day of your employment with the documentation necessary to establish employee eligibility. This contract will serve as your official Faculty Academic Activity Assignment form and Faculty Activity Report. Maximum assignable effort will be automatically posted to your Faculty Activity Report for inclusion in the I&R Data file.

4) _____
Part-time Faculty Signature Printed Name Date

Part-time Faculty Email Address _____