

North Georgia College & State University

Temporary Faculty Employment Information

BOR Human Resources Administrative Practices Manual -- Definition of Temporary

'Temporary employees shall be employed for a period no longer than six (6) calendar months; however, such temporary employment may be extended up to an additional six (6) months if the appropriate employing supervisor or department head of the said institution of the University System needs the services of that individual subject to the approval of the human resources office of the institution. Once an individual has served as a "temporary" employee for a twelve month period he/shall not thereafter be employed as a "temporary" employee until a period of thirty calendar days has elapsed. Temporary positions are not benefits eligible.'

Temporary faculty at NGCSU are non-tenured and are additionally subject to the following conditions:

1. Are not accruing time toward tenure
2. Are considered temporary appointees, requiring reappointment from year to year
3. Are not the same as adjunct (courtesy) faculty appointments
4. Are not issued contracts
5. A temporary faculty member's employment cannot exceed more than a full teaching load*. A temporary faculty member teaching at more than one USG institution must not exceed a combined full-time teaching load across all USG institutions.

*To conform to NGCSU's workload policy, a full-time temporary instructor may teach no more than 30 semester hours per academic year (Fall/Spring terms) across all USG institutions.

I understand that I am required to comply with the conditions listed above.

Signature

Date

Printed Name