



Notice to Part-Time Faculty Members

As a part-time faculty member at Penn State, I understand and acknowledge the following:

- I am permitted to teach up to nine (9) credits per academic semester (Fall, Spring, and Summer) in combined Penn State employment, including teaching at another college or campus location, per each Affordable Care Act (ACA) standard measurement period (October through September).
- If I am teaching nine (9) credits in one semester, that assignment may not overlap with any other employment at Penn State.
- I must obtain prior approval from my primary college or work unit in order to work in any other employment capacity at Penn State, including teaching at another college or campus location, or other non-teaching, part-time employment.
- Part-time faculty may be eligible for benefits as outlined in Penn State Policy HR103.

Note: The above requirements for part-time faculty employment do not apply to Penn State full-time students. Work units with positions governed by a collective bargaining agreement may have additional requirements and/or restrictions for part-time employment.

Employee Signature **Date**

Print Employee Name

Your signature denotes that you have read and acknowledge the information shown above.